

SECTION 30. TRAVEL ACCOUNTING PROCESS**30.1 GENERAL.**

This section describes the update of the General Accounting and Finance System (GAFS) (system code BQ) files for travel accounting transactions. Travel source documents, entitlement systems, and vouchers and voucherless for-/by-others cycles update BQ records. Records may be added, updated, queried, and or deleted during online or pseudo processing.

30.2 ONLINE PROCESSING OF TRAVEL TRANSACTIONS.

The obligation and payment transactions are entered into the GAFS using online processing frames or off-line processing using WINGAMPS.

a. Ready Reference Table. Table 30-1 is a cross-reference index of travel related functions contained in this section. Review the cross-reference table to obtain a paragraph or table reference of a particular travel subject.

b. Input Requirements. Tables 30-2 through 30-16 provide the guidance required to properly process travel transactions. Field entries are identified as mandatory (X), optional/permissible (O), mandatory character (), or note reference (-).

(1) Travel Order/Amendment/Claims/Indebtedness (TV03).
Reference table 30-2.

(2) For-Self Payments and Collections (TV04). Reference table
30-3.

(3) Voucherless By-Others/Civilian PCS For-Self Payments and
Collections (XV04). Reference table 30-4.

(4) For-Others Payments and Collections (TV06A). Reference
table 30-5.

(5) For-Others/Open Allotment Payments and Collections (TV06A).
Reference table 30-6.

(6) For-Others Travel Voucherless Payments and Collections
(TV08) (Excluding GTRs/MTAs/GBLs). Reference table 30-7.

(7) Voucherless Mandatory Data Elements. Reference table 30-8.

(8) Travel Accounting Adjustment (TADJ). Reference table 30-9.

(9) For-Self Advances (TADV). Reference table 30-10.

(10) Travel Commitments (TCOM). Reference table 30-11.

(11) Blanket Order/MORDS/Transportation/Obligations/Refunds
(TOBL). Reference table 30-12.

(12) TR/MTA/GBL Payments and Collections (TPAY). Reference table 30-13.

c. Travel and Accounting Relationship. Table 30-14 displays the relationship between travel transactions and the GAFS accounting record being created or updated.

d. Error Correction. Table 30-15 provides the guidance required to correct transactions entered erroneously.

e. Closing of Open Travel Records. Table 30-16 outlines the requirements to close a particular GAFS record.

f. Definition of Processing Terms. Figure 30-1 provides the definition of Travel processing terms.

30.3 PSEUDO PROCESSING.

Offline processing provides the capability to update GAFS records when the use of online frames is not possible or practical. The offline travel transactions are created using the Windows based Microcomputer Off-Line/On-Line Processing System (WinMOOPS). These transactions are uploaded to the mainframe using the Windows based General Accounting Microcomputer Processing System (WinGAMPS). Processing instructions are available under the HELP menu on either WinMoops32 (reference attachment 7) or WinGamps32 (reference attachment 8).

30.4 TRAVEL MANAGEMENT PRODUCTS.

The GAFS accounting records and files provide the basis for selected management and file maintenance products. Management products are identified in the following reference:

a. Reference DFAS-DE 7077.2-M.

b. Reference part two of this manual for BQ EOD management product information.

30.5 RECORDS/FILES.

The following records and files are used to capture travel information.

a. Document Summary Record (DSR). This record is not unique to travel processing. A DSR is stored in the GAFS for every travel commitment, obligation and refund receivable. Additionally, the payment of a travel advance is stored in a separate DSR for each payment.

b. Voucherless For-Others File. The For-Others File (ZBQTRAUNDD10) is used to capture MAFR Code "C" travel payments and collections that are processed using the TV08 MAFR "C" voucherless processing frame. These records are transmitted to the accountable OPLOC through DFAS-DE

and are used to update accounting records at both DFAS-DE and the accountable OPLOC.

c. Integrated Automated Travel System (IATS) File Update. A record is placed in the ZBQTRAUNDD10 file for every new obligation input by the accounting liaison office. During GAFS end-of-day processing, these files are extracted and placed in the ABQW8AUYDD10 file, which the FSO can download and process into IATS. **It is extremely important that FSO personnel process this file on a daily basis.** Every for-self travel order published on the base will be entered into the accounting system and formatted for use by IATS. This file will ensure all orders are preloaded into IATS with the correct accounting data prior to the processing of a travel payment; greatly reducing keystroke entries by IATS technicians.

d. Centralized Travel History Record (CTHR). Payment and collection data is written to a temporary transaction file (ZBQTRAUNDD10) designed for the purpose of updating the CTHR on a periodic basis. This file will be purged as the data is reported to CTHR. The CTHR system will maintain historical data for 6 years and 3 months from the date of the original payment or collection.

30.6 GENERAL DELETE PROCEDURES FOR TRAVEL TRANSACTIONS.

A travel transaction cannot be deleted if any of the following conditions are present:

a. The travel record has additional travel related detail records linked to a particular type transaction. For example, a travel order cannot be deleted when a travel advance has been paid against the order.

b. The voucherless MAFR "C" transaction has been downloaded and transferred to DFAS-DE (RCS HAF-ACF(W) 8702 Report).

c. A payment or collection transaction was input on TV04. A MAFR error resulting from improper processing on TV04 must be corrected by using Frame TADJ.

30.7 GENERAL INQUIRY PROCEDURES.

a. Online. The online travel records may be inquired by using the following instructions:

(1) Online records may be viewed by inquiring through the processing frame used to process the particular transaction. Exception: Frames TPAY, TV04, and XV04 do not have inquiry capability.

(2) To inquire for-self accounting records, which apply to an individual social security number, use the general travel inquiry frame (TV07). From a blank screen, input TV07, type action code "I",

and SSN. This will display all active travel orders, advances, debts, and claims.

b. Offline. The offline travel records may be inquired by using the following instructions:

(1) MAPPER. MAFR transactions and closed obligations may be viewed with MAPPER inquiries.

(2) CTHR. Travel records that have been transferred to the CTHR system may be viewed by inquiring the centralized database.

30.8 TRAVEL ACCOUNTING ADJUSTMENT.

Utilizing the TADJ processing frame provides the capability to process an adjustment to the BQ accounting record without changing a particular DSR. This frame will normally be used to adjust transactions generated on frame TV04, since TV04 typically closes multiple DSRs during routine processing (reference DFAS-DE 7010.1-R, chapter 27, section F - Adjustment Transactions).

a. Use the remarks field to explain why the adjustment is required. If the TADJ processing frame is used to process a by-others adjustment voucher, enter the cycle and line number as the voucher number. Adjustments are limited to type vendors 4 and 5 accrued expenditures paid (post code "XE" or "EX"). Any other adjustment must be accomplished using the appropriate travel processing frame (reference table 30-15 and appropriate processing table).

30.9 FUND CITE AUTHORIZATION (AF FORM 616) (TYPE TRANSACTION 02).

The AF Form 616 is issued as a certification of fund availability and control document for on-base tenant or satellite activities for travel expenses, and transportation costs.

a. The AF Form 616s are controlled with the assignment of a document number. The document number and PSRA are the key elements in creating an AF Form 616 commitment record. The AF Form 616 document number must not be a duplicate of one used for a Miscellaneous Obligation Reimbursement Document (MORD).

b. The AF Form 616 commitments are processed using TCOM processing frame (reference table 30-11).

c. The document-ID passed to the BQ accounting system will be entered under program control, and consists of the expiration date, type transaction (TT) 02, and document number prefixed with document type "H". Only one PSRA can be used per document number.

d. The AF Form 616 commitment is reduced when a travel order obligation, referencing the AF Form 616 document number, is processed. The accounting PSR address that was used to establish the AF Form 616 commitment would be reduced/finalized regardless of what PSRA was used to establish the travel order obligation (document number is the key

element). When the AF Form 616 commitment is reduced to zero it is programmatically deleted from the online file, unless the document save indicator is turned on.

e. Any balance of an AF Form 616 commitment remaining upon expiration must be manually reversed using the TCOM processing frame.

30.10 BLANKET TRAVEL ORDERS (TYPE TRANSACTION 03).

Blanket travel orders are issued for a specified period of time (quarterly, semiannually, or annually). The blanket travel order obligation is an estimated amount based on prior experience with the particular order issuing official, data provided by the requesting activity, and or MAJCOM directives.

a. Blanket travel order obligations are processed using the TOBL processing frame (reference table 30-12). The establishment of a blanket travel order document number is required prior to making a payment of an advance or settlement voucher against the blanket travel order. The blanket travel order document number is established using the blanket travel order number assigned by the unit, prefixed by the letter "B", the site code, and the fiscal year, followed by the order number. For example, blanket travel order number T01928 published in fiscal year 2001, on a base using Site-ID 51 would be B5111928.

b. The document-ID passed to the BQ accounting system will be entered under program control, and consists of the expiration date, TT03, and document number prefixed with document type "T".

c. The blanket travel order obligation is reduced when a settlement voucher, referencing the blanket travel order document number, is processed. The accounting PSR address that was used to establish the blanket travel order obligation will be reduced or finalized, if it matches the PSRA used to process the settlement voucher. If a matching PSRA is not found, the PSRA in the record, with funds available, will be reduced or finalized.

d. Any balance on a blanket travel order obligation remaining upon expiration must be manually reversed using the TOBL processing frame.

30.11 MISCELLANEOUS OBLIGATION REIMBURSEMENT DOCUMENT (MORD) (AF FORM 406) (TYPE TRANSACTION 04).

The MORD is used to obligate funds pending receipt of a travel order. The MORD may also be used for group travel or unit moves when it is impractical to obligate funds for individual travelers.

a. MORDs are controlled by the assignment of a document number. Use a consecutive numbering log to prevent the issuance of duplicate numbers and to aid in the control of document numbers assigned. The document number for a MORD will be constructed as follows:

(1) Positions 1-2 will be the site code.

(2) Position 3 will be "M" (for MORD).

(3) Position 4 will be a single digit fiscal year.

(4) Positions 5-8 will contain sequential numbers zero, filled to the left.

b. The document number and PSRA are the key elements in creating a MORD obligation record. A MORD document number must not be a duplicate of the one used for an AF Form 616.

c. The MORD obligations are processed using the TOBL processing frame (reference table 30-12).

d. The document-ID passed to the BQ accounting system will be entered under program control, and consists of the expiration date, TT04, and document number prefixed with document type "O".

e. The MORD obligation is reduced when a travel order or settlement voucher, referencing the MORD document number, is processed. The accounting PSR address that was used to establish the MORD obligation will be reduced/finalized if it matches the PSRA used to process the travel order obligation or settlement voucher. (If a matching PSRA is not found, the first PSRA in the record, with funds available, will be reduced/finalized.) When the blanket travel order is reduced to zero, it is programmatically deleted from the on-line file, unless the document save indicator is turned on.

f. Any balance of a MORD obligation remaining upon expiration must be manually reversed using the TOBL processing frame.

30.12 TRAVEL ORDER (TYPE TRANSACTION 05)

Travel orders are issued to govern the authority to travel and for fund disbursement.

a. Travel order obligations are processed using the TV03 processing frame (reference table 30-2). A travel order containing a for-self and for-others appropriation will only require the technician to record the for-self transaction in GAFS. A technician may enter up to three for-self obligations on the TV03 processing frame.

b. The document-ID passed to the BQ accounting system will be entered under program control, and consists of the travel order number, TT05, and SSN prefixed with document type "T".

c. A travel order may be issued against an AF Form 616, MORD, and or open allotment/for-others funds.

(1) The AF Form 616 commitment is reduced when a travel order obligation, referencing the AF Form 616 document number, is processed. The accounting PSR address that was used to establish the AF Form 616 commitment would be reduced/finalized regardless of what PSRA was used

to establish the travel order obligation (document number is the key element). The AF Form 616 commitments reduced to zero are programmatically deleted from the online file, unless the document save indicator is turned on.

(2) The MORD obligation is reduced when a travel order, referencing the MORD document number, is processed. The accounting PSR address that was used to establish the MORD obligation will be reduced/finalized if it matches the PSRA used to process the travel order. If a matching PSRA is not found, the PSRA on the record, with funds available will be reduced/finalized. The MORD obligations reduced to zero are programmatically deleted from the online file, unless the document save indicator is turned on.

d. Repeated Travel Orders:

(1) Establish repeated travel orders using type travel "R".

(2) The number of trips authorized must be entered when obligating the repeated travel order on TV03.

(a) The trip number is programmatically reduced each time a settlement voucher is process on the repeated travel order. If the trip number is reduced to zero, the remaining travel order obligation is programmatically deobligated, and travel order obligation is closed.

(b) Repeated travel orders may be reopened or closed. Process TV03 frame and add transaction with the current remaining number of trips, to reopen a repeated travel order. Process frame TV03, update transaction, using post code "UX" and the remaining balance of the obligation, to close a repeated travel order.

(c) Updates to the trip number do not affect the amount of the obligation. An obligation increase or decrease will require an additional transaction, using the appropriate BQ post code.

30.13 REVOKED/RESCINDED TRAVEL ORDERS.

The capability to revoke or rescind a travel order is not available. The following procedures should be used to revoke or rescind a travel order (audit trail):

a. For-Self Travel Order. Delete the travel order obligation using frame TV03. If an open advance is on file, the delete transaction will be rejected. Contact the traveler to remit the amount of the advance. Once the advance is recouped, delete the travel order using frame TV03.

b. For-Others/Open Allotment Order. It is not necessary to process a transaction to revoke or rescind a for-others funded travel order, because GAFS does not record these orders.

c. Retain a copy of the revoked/rescinded travel order in the series of travel orders.

30.14 DD FORM 730 - RECEIPT FOR UNUSED TRANSPORTATION REQUESTS AND OR TICKETS INCLUDING UNUSED MEAL TICKETS.

Use the following procedures to establish and collect a refund receivable:

a. Refund receivable for unused transportation costs should be established using a type vendor code 9 accounting address, and the TOBL processing frame (reference table 30-12).

b. Anticipated refunds may not be used to create a budgetary resource (DFAS-DE 7010.1R, paragraph 21.3). Therefore, it is necessary to post an offsetting obligation each time a refund receivable for an unused transportation ticket is recorded. **NOTE:** It is not necessary to record an unused Military Transportation Authorization (MTA), because an MTA bill is never charged to the unit until the traveler uses the AMC owned or chartered seat on the aircraft. An unused MTA is processed by deleting the MTA obligation using TOBL.

c. The collection of the unused transportation documents should be processed using the type vendor code 5 accounting address used to establish the obligation on the travel order. The refund receivable will be finalized based on the final pay code entered on the frame TPAY (reference table 30-13). Additionally, the offsetting obligation will be deleted at the time the refund receivable is processed on the frame TPAY.

30.15 SUSPENSE ACCOUNTS.

The capability to establish a suspense account for Civilian PCS FITW collection is not available in Processing Center (PC) "T". Use PC "U" to establish the suspense account.

30.16 GTR/MTA/GBL PROCESSING (TYPE TRANSACTIONS 08, 09, AND 10).

Use the following procedures to process Transportation Request (TR), Travel Warrant (TW), Military Transportation Authorization (MTA), Government Bill of Lading (GBL), Meal Tickets, and Special Assignment Airlift Missions (SAAM).

a. For-Self Obligation.

(1) A for-self transportation obligation is processed using the TOBL processing frame. To process a transportation obligation using the TOBL processing frame, reference table 30-12.

(2) The transportation obligation information entered on TOBL is edited against the DSR File. The DSR File contains previously obligated active transportation transactions. The file is updated when a transportation payment transaction is processed using the TPAY processing frame. The obligation will not be established, if the

transportation document number entered on the obligation transaction matches a document number already recorded in the DSR file.

(3) Transportation obligation records can be increased or decreased using the TOBL frame by processing an update transaction. To increase the amount of an existing obligation, use post code "XU". To decrease the amount of an existing obligation, use post code "UX".

(4) If a MORD document number and SSN/travel order number are referenced on the obligation transaction, the travel order transportation obligation will be reduced if a matching "PSRA" is found. If the PSRA is not matched, the MORD obligation will be reduced.

(5) The update capability of the TOBL frame can be used to change the suspense date or the amount of the obligation.

(6) The TOBL delete capability can be used to delete the entire obligation record. To delete the entire record, enter the document type code and the transportation document number. **NOTE:** If the user deletes a refund receivable, the associated offsetting obligation will be deleted.

(7) A 2-position country code is a mandatory entry when processing TWs. Based on the flag registry of the foreign airline, the code is the first two positions of the IBP code assigned to the particular country (reference figure 30-1).

b. For-Self Payment.

(1) For-self transportation payments are processed using the TPAY frame (reference table 30-13). The payment transaction will deobligate the transportation obligation record or reduce the travel order, depending on where the obligation is maintained.

(2) The SSN and travel order number may be referenced on the transportation payment. These fields should be used for for-self Central Travel Office (CTO) airline billings to reduce the travel order obligation.

(3) If a MORD/blanket travel order document number and SSN/travel order number are referenced on the payment transaction, and a transportation obligation record has not been previously established, the travel order transportation obligation will be reduced by the amount of the input. If the SSN/travel order is not matched the MORD/blanket travel order obligation will be reduced.

(4) When a match is found on the transportation document number, the entire transportation obligation is deobligated.

c. For-Others Payment. For-others/open allotment transportation payments are processed using the TV06A frame (reference tables 30-5 and 30-6).

NOTE: For-Others transportation payments generated by Transportation Ticket Obligation Payment/Refund System (TTOPRS) use frame FO57.

30.17 TRAVEL ADVANCE (TYPE TRANSACTION 11).

The advance travel transaction posts the payment to GAFS and establishes a suspense date for follow-up.

a. For-self travel advances are processed using the TADV frame (reference table 30-10). For-others/open allotment travel advances are processed using either the TV06A or TV08 frame, depending on the type of fund code used (reference table 30-5, 30-6 or 30-7).

b. The SSN and travel order numbers are the key elements that link the advance payment record to the DSR stored in GAFS. This means a travel order must be recorded in GAFS before a for-self advance payment will process.

c. Repeated (type travel "R") and blanket (type travel "B") advance payment transactions require an entry in the "Begin Travel Date" field of the TADV frame. The date is used to programmatically identify an advance payment that will apply to a particular settlement transaction. The Begin Travel Date on the TADV transaction will be recorded in the DSR. Upon receipt of a settlement voucher for repeated and blanket travel orders, the DSR File will be reviewed for a Begin Travel Date which falls within the dates of travel on the settlement transaction.

d. Only one type vendor 7 PSR address, with the exception of civilian PCS advances, can be processed using a particular travel voucher number. Civilian PCS advance payment transactions require the utilization and entry of an entitlement code, providing the capability to process multiple advances (reference figure 30-1).

e. A by-others advance transaction will programmatically search the DSRs for a TT85 (payment pending or waiting for a by-others advance). If a match of DOV number and amount occurs, the TT85 will be reversed from the accounting system and the DSR will be closed.

30.18 SETTLEMENT TRAVEL VOUCHER (TYPE TRANSACTION 12).

The settlement transaction is designed to accomplish multiple functions. The settlement transaction will post the payment to the accounting system, reverse/reduce obligations, establish pending transactions, and or close and reverse advance payments.

a. For-self travel settlement transactions are processed using the TV04 frame (reference table 30-3). Voucherless for-self transactions are processed using the XV04 frame (reference table 30-4). For-others/open allotment travel settlement transactions are processed

using either the TV06A or TV08 frame, depending on the type of fund code used (reference table 30-5, 30-6, or 30-7).

b. The SSN and travel order number are the key elements that link the settlement payment record to the DSR. A matching for-self travel order number must be in the DSR File before the settlement transaction is accepted. If not on file, use the TV03 processing frame to establish the travel order. However, verify the accuracy of the SSN and travel order number prior to using the TV03 frame to create an obligation.

c. When a for-self settlement transaction is processed using a travel order, the entire travel order obligation record (with the exception of type travel "B", "R", "C") is deobligated and the travel order record is closed.

d. When a for-self settlement transaction is processed using a blanket travel order (type travel "B"), the document number field becomes a mandatory entry. The settlement transaction will reduce the blanket travel order obligation by the amount of the traveler's entitlement. If the entitlement amount exceeds the obligation amount, the obligation amount will be reduced to zero but never below zero. If a matching document number is not found, the entire transaction is rejected.

e. When a for-self settlement transaction is processed using a repeated travel order (type travel "R"), the travel order obligation will be reduced when a match to the PSR address occurs. If a match is not found, the transaction is accepted without reducing the repeated travel order obligation. As each settlement voucher is processed against a repeated travel order, the trip count stored in the DSR will be reduced by one. The obligation record is finalized when the repeated travel order trip number reaches zero (reference paragraph 30.12d).

f. When a for-self settlement transaction is processed using a civilian PCS travel order (type travel "C"), the travel order obligation is reduced, not deleted/closed. If the PSR address on the settlement transaction matches the PSR address on the travel order obligation record, the obligation amount will be reduced by the traveler's entitlement. If a match of the PSR address does not occur, the transaction will be accepted without reducing the travel order obligation. When the final settlement voucher is processed and a travel order obligation remains open, an update to reduce the obligation to zero is required to close the travel order record. Reference paragraph 30.12.

g. When a for-others/open allotment settlement transaction is processed, the DSR File will not be searched for a travel order or any associated travel advances.

h. Use the following guidance to enter the appropriate money amounts:

(1) Settlement processing using the TV04 processing frame (reference table 30-3). The TV04 program will apply a balancing formula to ensure the validity of the transaction (reference paragraph 30.25).

(a) Enter the total entitlement amounts in the upper portion of the frame. The total entitlement amount is the actual total cost of the travel, which is earned on the voucher.

(b) If applicable, enter the net pay amount, in the appropriate field. The net pay amount is the amount disbursed to the traveler on the settlement voucher. An entry in the "Net Pay Amount" field is not required for "no pay due" vouchers.

(c) If applicable, enter the due US amount in the appropriate field. The due US amount resulted from an overpayment of a travel advance. An entry in the "Due US Amount" field is not required for "no pay due" vouchers.

(d) If applicable, enter the tax amount in the appropriate field. Some civilian PCS entitlements (type travel "C") and military local DITY moves (type travel "Y") require a tax deduction.

(e) The TV04 program will programmatically search for advance payments recorded in the DSR File that should be applied to a particular settlement transaction. The identified advance amounts will be applied to the balancing formula.

1 Advance payments for repeated and blanket travel orders are programmatically selected if the "Begin Travel Date", entered on the advance transaction, is within the begin/end travel dates annotated on the settlement voucher. If the "Begin Travel Date" is not within these dates, the advance payment will not be applied to the balancing formula. If a correction to the advance "Begin Travel Date" is required, use the TADV frame to update the "Begin Travel Date".

2 Advance payments for civilian PCS travel orders are programmatically selected if the entitlement code entered on the settlement transaction matches the entitlement code annotated on the advance payment record. If not, the advance payment will not be applied to the balancing computation.

(f) If applicable, enter the claimed advance amounts in the lower portion of the frame. Claimed advance entries are required when the for-self advance payment information is not recorded in the DSR File. This happens when the traveler is paid an advance at a TDY point and the advance payment has not processed through the by-others cycle.

(g) When the net pay settlement voucher involves a for-self and for-others appropriation and the for-self advance exceeds the for-self entitlement, an erroneous indebtedness (TT86) will be established. Close the erroneous indebtedness using a audit trail collection transaction (TT16). The voucher number should consist of "CTD" and the last five positions of the original settlement voucher number (audit trail).

(h) When the settlement voucher involves a "Due US" of \$8 or less, and a collection is not enforced, enter the claimed advance amount as the entitlement. Leave the Net Amount and the Due US fields blank. The transaction will charge the full advance to the appropriate account.

(2) Settlement processing using XV04 frame (see table 30-4).

(a) Enter the total entitlement amounts in the upper portion of the frame. The total entitlement amount is the actual total cost on the voucher of the travel.

(b) If applicable, enter the claimed advance amounts in the lower portion of the frame. Use type action "Z" for additional advances. For example, settlement transaction involves six claimed advances. Claim four of the six on the original settlement transaction, and the other two using type action "Z".

(c) When the settlement voucher involves a "Due US", the claimed advance amounts must equal the full entitlement. The processed transaction will establish an indebtedness (TT86) for the due US amount.

(d) When the settlement voucher involves multiple for-self appropriations (e.g., fiscal year, and one appropriation should be reimbursed), process an advance equivalent to the reimbursement amount using type action "Z". The processed transaction will generate a negative reimbursement amount.

(e) When the settlement voucher involves for-self and for-others appropriation, and the for-self advances exceeds the total for-self entitlement, process the claimed advances equivalent to the reimbursement amount using type action "Z". The processed transaction will generate a negative reimbursement amount.

(f) When the settlement transaction involves claimed advances not annotated on the open document list, enter type vendor 7 FSRA and PSRA in the appropriate claimed advance fields. The processed transaction will establish TT85 (payment pending or awaiting by-others advance).

(g) When the settlement voucher involves "Due US" of \$8 or less and a collection is not enforced, enter the claimed advance

amount as the entitlement. The transaction will charge the full advance to the appropriate account.

(3) Settlement processing using the TV06A frame (reference tables 30-5 and 30-6).

(a) Enter the net pay amount in the appropriate field. The net pay amount is the amount disbursed to the traveler using the settlement voucher.

(b) When the settlement voucher involves a "Due US" or "no pay due", enter zero in the net pay amount field. Enter "TONP" and last four of original voucher number in the DOV voucher number field.

(c) When the settlement voucher involves multiple appropriations, i.e., two fiscal years, and one appropriation should be refunded, process a negative settlement transaction using TT17 (reference paragraph 30.23). The processed transaction will generate a for-others/open allotment negative disbursement amount.

(d) If applicable, enter the claimed advance amounts in the lower portion of the frame. Sum the advances when more than four advances have been claimed. For example, a settlement transaction involves six advances. Claim three of the six as separate advances and sum the remaining three advances to complete the final advance claimed fields.

(e) When the settlement voucher involves a "Due US", administrative control of the debt must be maintained by the entitlement system; GAFS does not maintain memo entries on for-others or open allotment appropriations. For example, IATS will be used to monitor the debt until the debt is finalized.

(f) When the settlement transaction involves a claimed advances received at a TDY point, no memo entry will be recorded in GAFS at the paying OPLOC. The transaction will establish a TT85 (payment pending) at the accountable OPLOC, remaining open until the by-others advance transaction is processed.

(g) When the settlement voucher involves a "due US" of \$8 or less and a collection is not enforced, enter zero in the amount section of the TV06A frame.

(4) Settlement processing using the TV08 frame (reference table 30-7). The voucherless for-others TV08 processing frame is used by disbursing OPLOCs to process the MAFR code "C" voucherless transactions. For specific fund codes under the administrative control of the Air Force, (reference paragraph 30.30).

30.19 SUPPLEMENTAL TRAVEL PAYMENTS (TYPE TRANSACTION 13).

A supplemental voucher is used to disburse additional entitlements, which were not disbursed on the original settlement voucher. A

supplemental payment is made after the original settlement transaction (TT12) was processed; therefore, a DSR for the supplemental obligation will not be on file. The supplemental transaction will post the payment to GAFS and, if applicable, reverse and close the payment pending (TT85) DSR record.

a. For-self travel supplemental transactions are processed using the TV04 frame (reference table 30-3). For-others and open allotment travel supplemental transactions are processed using either the TV06A or TV08 frame, depending on the type of fund code used (reference table 30-5, 30-6, or 30-7).

b. When a for-self supplemental transaction is processed using a blanket travel order (type travel "B"), the document number field becomes a mandatory entry (except when claiming a TT85). The supplemental transaction will reduce the blanket travel order obligation by the amount of the additional entitlement. If the entitlement amount exceeds the obligation amount, the obligation amount will be reduced to zero, but never below zero. The blanket travel order number will be deleted from GAFS unless the document save indicator is turned on. The technician must reestablish an obligation for the blanket order using frame TOB, if the blanket order will be used during the remaining life of the order. If a matching document number is not found, the entire transaction is rejected.

c. When a for-self supplemental transaction is processed using a repeated travel order (type travel "R"), the travel order obligation will be reduced when a match to the PSR address occurs (except when claiming a TT85). If a match is not found, the transaction is accepted without reducing the travel order obligation. The obligation record is finalized when the repeated travel order trip number reaches zero. Reference paragraph 30.12d.

d. When a for-self supplemental transaction is processed using a civilian PCS travel order (type travel "C"), the travel order obligation is reduced, not deleted/closed. If the PSR address on the supplemental transaction matches the PSR address on the travel order obligation record, the obligation amount will be reduced by the additional entitlement amount. If a match of the PSR address does not occur, the transaction will be accepted without reducing the travel order obligation.

e. When a for-self supplemental transaction is processed affecting a MORD obligation, the document number field is an optional entry. The entry depends on whether the MORD obligation requires a reduction. If the entry in the document number field of the supplemental transaction finds a match on the MORD document number, the MORD obligation is reduced by the amount of the traveler's supplemental amount. If the entitlement amount exceeds the MORD obligation, the MORD obligation will be reduced to zero, but never below zero. If a matching document number is not found, the transaction will accept without reducing the MORD obligation.

f. Use the following guidance to enter the appropriate money amounts:

(1) Supplemental processing using the TV04 frame (reference table 30-3). The TV04 program will apply a balancing formula to ensure the validity of the transaction (reference paragraph 30.25 for guidance on the balancing formula).

(a) Enter the net pay amount in the appropriate field. The net pay amount is the amount disbursed on the supplemental voucher.

(b) Enter the additional entitlement amounts in the upper portion of the frame. However, if the supplemental transaction is being processed to close a previously established TT85, the entitlement fields are left blank.

(c) If applicable, enter the tax amount in the appropriate field. However, if supplemental transaction is being processed to close a previously established TT85, the tax field is left blank.

(d) Supplemental transactions processed to close a previously established TT85 will require the annotation of the ADV DOV, and amount in the lower portion of the TV04 frame. The processed transaction will reverse and close the TT85.

(2) Supplemental processing using the TV06A frame (reference tables 30-5 and 30-6). Enter the net pay amount in the appropriate field.

(3) Supplemental processing using the TV08 frame (reference table 30-7). The voucherless for-others TV08 processing frame is used by disbursing FSOs to process the MAFR Code "C" voucherless transactions (reference paragraph 30.30). Enter the amount paid on the supplemental voucher in the net pay amount and the total entitlement amount fields.

30.20 INDEBTEDNESS (TYPE TRANSACTION 14) .

An indebtedness record is established to monitor an indebtedness that was not programmatically established with the processing of a settlement transaction. Typically an indebtedness is discovered during the post payment review of paid travel claims. A traveler may become indebted to the government when a travel order is cancelled and the traveler has been issued transportation documents that have not been turned in as unused.

a. The indebtedness (negative obligation) is processed using the TV03 frame (reference table 30-2).

b. The document-ID passed to the BQ accounting system will be entered under program control, and consists of the travel order number, TT14, document type "L", and the traveler's SSN.

c. When the collection transaction is processed, use the same travel order number to reduce the indebtedness (negative obligation) record. If the indebtedness is remitted (forgiven) or canceled, reverse and close the indebtedness record by reducing the remaining negative obligation to zero.

30.21 CLAIM (TYPE TRANSACTION 15).

A doubtful settlement voucher is received to establish the remaining travel order obligation as a claim.

a. The claim obligation is processed using the TV03 frame (reference table 30-2).

b. The document-ID passed to the BQ accounting system will be entered under program control, and consists of the travel order number, TT15, document type "T", and the travelers SSN.

c. When the claim payment is processed, use the same travel order number and the claim obligation record will be closed. Processing of a claim works the same as processing a settlement voucher on a routine travel order; the obligation is finalized and any unused funds are returned for other use. To cancel the claim, the remaining amount must be reduced to zero, closing the claim obligation record.

30.22 COLLECTION (TYPE TRANSACTION 16).

Collection vouchers are processed to recoup overpayments, or to collect advances when the travel order is cancelled.

a. For-self collection transactions are processed using the TV04 frame (reference table 30-3). For-others and open allotment collection transactions are processed using the TV06A or TV08 frame, depending on the type of fund code used (reference table 30-5, 30-6, or 30-7).

b. Use the following guidance to enter the appropriate money amounts:

(1) Collection processing using the TV04 frame (reference table 30-3). The TV04 program will apply a balancing formula to ensure the validity of the transaction (reference paragraph 30.25).

(a) Enter the entitlement amount in the upper portion of the frame. However, if the collection transaction is being processed to collect an advance (TT11) for a cancelled travel order or overpayment of an advance (TT86), the entitlement amount field is left blank.

(b) Enter the net collection amount in the appropriate field. The net collection amount is the amount collected from the traveler indicated on the collection voucher.

(c) Collection transactions processed to close or reduce an advance (TT11) or overpayment of an advance (TT86) will require the input of the ADV DOV, and amount in the lower portion of the TV04 frame. The processed transaction will close or reduce the TT11 or TT86.

(d) Collection transactions processed to close or reduce an indebtedness transaction (TT14) require type vendor 5 accounting addresses, and an entitlement amount in the upper portion of the frame. The lower portion of the frame will not require an entry. The processed transaction will reduce the indebtedness (negative obligation) record regardless of a PSR address match.

(e) If type travel is "C" (civilian PCS) and the collection transaction is processed to reverse and close an advance (TT11) or overpayment of an advance (TT86), enter the entitlement code in the first two positions of the DSSN field.

(2) Collection processing using the TV06A frame (reference tables 30-5 and 30-6). Enter the net collection amount in the appropriate field.

(3) Collection processing using the TV08 frame (reference table 30-7). The voucherless for-others TV08 processing frame is used by disbursing FSOs to process the MAFR Code "C" voucherless transactions (reference paragraph 30.30). Enter the amount collected from the traveler in the net amount paid field.

30.23 SETTLEMENT TRAVEL VOUCHER - NEGATIVE AMOUNT (TYPE TRANSACTION 17).

The negative amount transaction provides the capability to process a refund to an appropriation. This transaction is used on multiple funded travel orders (e.g., two fiscal years). When an appropriation was used to pay a travel advance, and the traveler did not accrue sufficient entitlement in the appropriation bearing the expense for the travel advance, that appropriation is due a refund. The TT17 is designed to accomplish the same functions as the normal for-others/open allotment settlement transactions (reference paragraph 30.18). The transaction is only used with for-others and open allotment processing. Reference tables 30-5, 30-6, and 30-7.

30.24 SYSTEM GENERATED TRANSACTIONS (TYPE TRANSACTION 85 and 86).

Advances (TT11), overpayment of an advance (TT86) or pending payment (TT85) claimed on a settlement, or collection transaction will establish a system generated transaction (TT85 or 86). These transactions are established using the original advance DOV number and amount.

a. Type Transaction 85 (For-Self Advance Awaiting By-Others Cycle). The TT85 is established when the claimed advance annotated on a settlement transaction is not recorded in the DSR File at the time the settlement voucher is processed. The processed transaction establishes a type vendor 7 DSR. The TT85 is closed when a matching

by-others advance payment is processed or claimed on a supplemental transaction.

b. Type Transaction 86 (For-Self Indebtedness). The TT86 is established when the settlement transaction is annotated with a "Due US" amount (TV04). The processed transaction establishes a type vendor 7 DSR. The TT86 is closed/reduced when a collection transaction (TT16) is processed.

30.25 BALANCING FORMULA.

The balancing formula computation is used for for-self TV04 and voucherless for-others TV08 transactions. The programs will reconcile the amounts entered on the particular frame (entitlement, net pay, due US, tax, and claimed advance amounts) and advance amounts maintained within the DSRs to ensure the net amount is correctly entered.

a. Type Transaction 11 (Advance). The balancing formula is not applicable, since the net amount field is the only amount entered.

b. Type Transaction 12 (Settlement) or Type Transaction 17 (Negative Settlement).

(1) Net Amount. Net amount plus advances must equal total entitlements. If not, the transaction will reject and display the message "TRANSACTION NOT IN BALANCE". Use the TV07 inquiry, settlement voucher, and if applicable, advance information annotated on the settlement transaction, to verify the amounts.

(2) Due US Amount. Advances less the due US amount must equal total entitlements. If not, the transaction will reject and display the message "TRANSACTION NOT IN BALANCE". Use the TV07 inquiry, settlement voucher, and if applicable, advance information annotated on settlement transaction, to verify the amounts.

(3) Blanket/Repeated Travel Order Net Amount Settlement.

(a) For-Self. Net amount plus advances disbursed within the settlement voucher's "begin/end travel dates" must equal total entitlements. If not, the transaction will reject and display the message "TRANSACTION NOT IN BALANCE". Use the TV07 inquiry, settlement voucher, and if applicable, advance information annotated on settlement transaction, to verify the amounts.

(b) For-Others. Advances entered on the frame plus the net amount equals total entitlement. **NOTE:** Blanket travel order claimed advance information must be entered on TV08. The program does not search the DSRs to obtain the for-others blanket travel order advance information; for-others funded transactions are not recorded in GAFS.

(4) Blanket/Repeated Travel Order Due US Settlement.

(a) For-Self. Advances disbursed within the settlement voucher's "begin/end travel dates" less the due US amount must equal total entitlements. If not, the transaction will reject and display the message "TRANSACTION NOT IN BALANCE". Use the TV07 inquiry, settlement voucher, and advance information, if applicable, annotated on settlement transaction, to verify the amounts.

(b) For-Others. Advances entered on the frame less the due US amount equals total entitlement. **NOTE:** Blanket travel order claimed advance information must be entered on TV08. The program does not search the DSRs to obtain the for-others blanket travel order advance information; for-others funded transactions are not recorded in GAFS.

(5) Civilian PCS Net Amount Settlement. Net amount plus taxes plus advances with matching entitlement codes must equal total entitlements. If not, the transaction will reject and display and display the message "TRANSACTION NOT IN BALANCE". Use the TV07 inquiry, settlement voucher, and if applicable, advance and tax information annotated on the settlement transaction, to verify the amounts.

(6) Civilian PCS Due US Settlement. Advances with matching entitlement codes plus taxes less the due US amount must equal total entitlements. If not, the transaction will reject and display the message "TRANSACTION NOT IN BALANCE". Use the TV07 inquiry, settlement voucher, and if applicable, advance and tax information annotated on settlement transaction, to verify the amounts.

c. Type Transaction 13 (Supplemental). Net amount plus taxes, if applicable, must equal total entitlements. If TT85 is claimed, the amount of the TT85 must equal the net amount. If not, the transaction will reject. Use the supplemental voucher, and if applicable, the TT85 and tax information annotated on settlement transaction to verify the amounts.

d. Type Transaction 16 (Collection). Net amount will be equal to or less than the total advance (TT11), or overpayment of an advance (TT86) amount. If not, the transaction will reject. Use the collection voucher, and if applicable, the open advance listing/TV07 inquiry, to verify the amounts. Collection transaction not involving an open advance (TT11) or overpayment of an advance (TT86), the net amount of a must equal the total entitlement.

30.26 ERROR CORRECTION PROCEDURES.

a. Commitment (TT02). Reference paragraph 30.9 and tables 30-11 and 30-15.

b. Blanket Travel Order (TT03). Reference paragraph 30.10 and tables 30-12 and 30-15.

c. Miscellaneous Obligation (TT04). Reference paragraph 30.11 and tables 30-12 and 30-15.

d. Travel Order (TT05). Reference paragraph 30.12 and tables 30-2 and 30-15.

e. GTR/MTA/GBL (TT08, 09, 10). Reference paragraph 30.16 and tables 30-12, 30-13, and 30-15.

f. Travel Advance (TT11). Reference paragraph 30.17 and tables 30-5 through 30-7, 30-10, and 30-15.

i. Settlement (TT12) and Supplemental (TT13). Reference paragraphs 30-18 and 30-19, and tables 30-3 through 30-7, and 30-15. It is not possible to delete a settlement transaction using the TV04 frame. The deletion of settlement transactions on other payment frames will create reversal to MAFR transactions originally processed. Additionally, transactions created for for-others reporting as well as updating the Central Travel History File will be deleted.

j. Indebtedness (TT14). Reference paragraph 30.20 and tables 30-2 and 30-15.

k. Claim (TT15). Reference paragraph 30.21 and tables 30-3 through 30-7, and 30-15.

l. Collection (TT16). Reference paragraph 30.22 and tables 30-3 through 30-7, and 30-15.

m. Negative Settlement (TT17). Reference paragraph 30.23 and tables 30-5 through 30-7, and 30-15.

o. System Generated Transactions (TT85 or 86). If either of these transactions was created erroneously, use the following guidance to correct the situation:

(1) TT85 (Payment Pending For-Self). Process an audit trail supplemental transaction (TT13) to close erroneous TT85s. Process the transaction using the original settlement voucher number with the letter "D" inserted after the "T", e.g., TD000123. The letter "D" is used to indicate the transaction was processed to correct an erroneous transaction.

(2) TT86 (Overpayment of an Advance For-Self). Process an audit trail collection transaction (TT16) to close an erroneous TT86. Process the transaction using the original settlement voucher number with the letter "D" inserted after "CT", i.e., CTD00123. The letter "D" is used to indicate the transaction was processed to correct an erroneous transaction.

30.27 DD FORM 139 COLLECTION.

a. For-Self Collection. When a for-self DD Form 139 is issued to collect an overpayment of an advance (TT86), or an indebtedness (TT14) by payroll deduction, process the collection(s) (TT16) when received either in the form of a check from DFAS-DE, or on a by-others cycle. The TT16 will reduce or close the TT86 or TT14, as applicable.

b. For-Others/Open Allotment Collection. When a for-others/open allotment, DD Form 139, is issued to collect an overpayment of an advance or an indebtedness, it is not necessary to process any transactions, because GAFS does not maintain open records on for-others transactions. When the credit is received from DFAS-DE process the collection on TV06A citing the appropriation on the DD Form 139.

30.28 TRAVEL DEBT RECLASSIFICATION - TYPE VENDOR 7/9.

The following procedures should be used monthly to accurately report travel indebtedness as a refund receivable:

a. Establish two permanent DSRs in PC "U" for every type vendor 7 PSR established in PC "T". Establish the first DSR using type vendor 7 and document-ID I7 (positions 38-39). The second DSR should be established using type vendor 9 and document-ID I9.

b. Prior to the production of the Data Base Transfer (DBT), schedule the travel reclassification option of the Standard Interface Processing System (SIPS). Reference section 49. The program will transfer the amount of the outstanding debts (TT86) between the advance paid account (type vendor 7) and the public refunds receivable account (type vendor 9).

c. The SIPS control record requires an effective date and reversal date. The effective date should be the last day of the month and the reversal date the first day of the new month. For example, October indebtedness/refund receivable transfer would require an effective date of "October 31" and a reversal date of "November 1".

d. SIPS will generate the following transactions:

(1) Effective Date.

(a) A positive type vendor 7 obligations (XU) with an action code of "OD".

(b) A negative type vendor 9 obligations (UX) with an action code of "RD".

(2) Reversal Date.

(a) A negative type vendor 7 obligations (UX) with an action code of "RD".

(b) A positive type vendor 9 obligations (XU) with an action code of "OD".

30.29 CMA TRAVEL ADVANCES.

Use the following method to report CMA travel advances:

a. Mechanized Option.

(1) Use the monthly Selective Transaction History List to determine the total amount of CMA advances to be reported on the RCS HAF-ACF(M) 7184 (DT) report.

(a) Line out transactions with a scheduled date of arrival equal to or earlier than the prior month.

(b) Total the CMA advance transactions with a scheduled date of arrival later than the prior month. This amount is reported on the RCS HAF(M) 7184 report.

b. Reference section 19, paragraph 19.19.

30.30 VOUCHERLESS FOR-OTHERS TRAVEL SYSTEM.

The voucherless system provides the capability to transfer Air Force MAFR code "C" accounting data from the paying station, through DFAS-DE, to the accountable station.

a. All fund codes are applicable for the voucherless travel system.

b. The voucherless MAFR code "C" transactions are processed using the TV08 processing frame (reference table 30-7). The processed TV08 transaction will update the BQ accountability record, and the For-Others File. The For-Others File maintains the MAFR code "C" transactions until the file is transmitted to DFAS-DE as the weekly Cyclic Report of Voucherless Travel For-/By-Others, RCS HAF-ACF(W) 8702. Reference section 31.

c. Travel verifies the for-others data using the For-Others Daily Audit List. Reference DFAS-DE 7077.2-M, attachment 9.

d. The following type actions are used within the voucherless process:

(1) Type Action "A". Used to process and add the for-others transaction to the For-Other File. This transaction, with the exception of TT17, will generate a BQ accounting update using post code "*X". TT17 uses a post code of "*R".

(2) Type Action "I". Used to inquire GAFS accounting records.

(3) Type Action "D". Type action "D" is used to delete a particular transaction from the For-Others File and BQ. However, the deletion cannot be accomplished if the For-Others File has been

transferred to DFAS-DE. The transaction, with the exception of TT17, will generate a BQ accounting update using post code "*R". TT17 will use a post code of "*X".

e. The following type transactions are used with the TV08 processing frame:

(1) Type Transaction 11 (Advances).

(2) Type Transaction 12 (Settlement). TV08 can only be used for vouchers, which have two or fewer advances claimed. This limitation is necessary because TV04 is used to process the transaction on the accountable side, and TV04 can only accommodate two advances. If the traveler is claiming three or more advances, use frame TV06A to process the payment.

(a) Enter the settlement voucher number for no-pay due settlements.

(b) The due US amount field is a mandatory entry for no-pay due settlement transactions that involve an indebtedness.

(c) When the entitlement amount equals the claimed advances amount, the net amount and due US fields remain blank or are zero filled.

(d) When processing a negative settlement transaction (TT17), the due US field remains blank.

(3) Type Transaction 17 (Negative Settlements). TT17 will be programmatically changed to TT12 at the accountable station.

(a) TT17 is processed by the paying station when a settlement transaction has multiple accounting classifications, and one of the accounting classification is a negative disbursement.

(b) The accountable station will process the negative disbursement by processing a TT16 on TV04.

f. Element of Expense/Investment Code (EEIC). The EEIC field enters the amount chargeable to each element of expense. It is also one of the factors required to select the correct accounting address at the accountable station. The field is mandatory for all fund codes except for fund codes 4F and 29.

g. Entitlement. The entitlement field enters the amount chargeable to each EEIC. The entitlement amount is used in the balancing formula to ensure the net amount is entered correctly. The field is mandatory for TTs 12, 13, and 17.

h. Claimed Advances. The claimed advance fields are used to: enter all advances the traveler has been paid on the travel order being settled.

i. TR/MTA/GBL. The first TR/MTA/GBL field is a mandatory entry for TTs 12 and 13. The paying station must enter the TR/MTA/GBL number if the number is annotated on the voucher, or enter "NA" if the number is not annotated. The TR/MTA/GBL number is needed by the accountable station for recording or adjusting accountability records. The accountable station process is not programmatic. The update of the TR/MTA/GBL obligation or adjustment must be accomplished using the TOBL processing frame.

j. Fund Control Number (FCN)/616 Number. The FCN/616 number field is used to enter the fund control or AF Form 616 document number. An entry in this field is mandatory for TTs 12 and 13. Enter the FCN/616 number or "NA", if not applicable. The accountable station's AF Form 616 or FCN obligation will be programmatically reduced when the applicable document number is referenced in the voucherless by-others transaction.

k. Fund Codes. Reference table 30-8 for authorized fund codes and accounting classification elements required to process each fund code.

30.31 CENTRALIZED TRAVEL HISTORY RECORD (CTHR) .

The CTHR system is a centrally maintained repository for travel history information. The system provides Air Force installations with the capability to accomplish an online inquiry to support travel claims, questions, and or investigations. The travel history information is maintained within an Integrated Database Management System (IDMS) database and uses the DFAS-DE communication network as the connectivity link between base level and central site.

a. Using the DJMS terminal, travel PC USERID, and the CTHR database password, a travel technician may inquire the travel history data of any employee or military member.

(1) The DJMS terminal provides the connectivity to the CTHR database.

(2) A Travel PC inquiry USERID has been assigned to each installation. Contact your security administrator for your assigned USERID.

(3) The Chief of Travel or designee has been assigned the password required to access the CTHR database.

b. The CTHR travel history data may be inquired by SSN; SSN and ADSN; or SSN, ADSN, and travel order number. Using the CTHR inquiry screen, enter the appropriate information:

(1) SSN. An inquiry by SSN will obtain all history data accumulated for the SSN entered.

(2) SSN and ADSN. An inquiry by SSN and ADSN will obtain all history accumulated for an individual at one installation.

(3) SSN, ADSN, and Travel Order. An inquiry by SSN, ADSN, and travel order will obtain history data pertaining to a particular travel order. However, the ADSN of where the travel order was processed must be known.

c. The CTHR database contains two records: The Travel Master Record and the Detail Transaction Record. The Travel Master Record will always remain on the CTHR database. The Detail Transaction Record will be purged if transaction date annotated on the detail record is older than 6 years and 3 months.

(1) The Travel Master Record contains the traveler's SSN.

(2) The Detail Transaction Record contains the SSN, travel order number, ADSN, travel voucher number, transaction type, travel type, travel begin date, travel end date, amount, and transaction date.

d. An online inquiry screen print will be required to obtain a hard copy of the travel history information.

30.32 INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS) .

The Integrated Automated Travel System (IATS) is a microcomputer based automated travel voucher computation system, which is maintained on a Novell Netware 386 Local Area Network (LAN). The system produces output files to programmatically update GAFS and the Integrated Paying and Collecting (IPC) system. In addition, DJMS (BT) (Generic Extract) and GAFS (BQ - program NBQW80) interface files are used to update the IATS system with travel order information (reference DFAS-DE 7077.2-M, attachment 9) and traveler's indicative data. The interfaces are accomplished by the transfer of a diskette from one PC to another.

30.33 GENERAL ACCOUNTING AND FINANCE SYSTEM - DEFENSE TRAVEL SYSTEM (GAFS-DTS) .

The GAFS-DTS is a Windows based graphic user interface system that will process electronic commerce/electronic data interchange (EC/EDI) transactions received from the Defense Travel System (DTS). The GAFS-DTS will receive transmitted obligations and payments as transaction codes 821 and 810 respectively via a User-Defined File (UDF) from the DTS. The BQ Preprocessor (NBQ150) will read and edit the input UDF against the BQ MART files, BQ databases, and the Base Variable File. The BQ Preprocessor will create a file to be transmitted to the microcomputer. The microcomputer will assign the appropriate addresses (FSR, PSR, or DSR), and voucher numbers to the transactions as applicable. It will further separate and transmit information to BQ and or IPC for processing. A file will be created containing

rejects (transaction code 824), and payment and collection notifications (transaction code 820) for transmission back to the DTS.

DEFINITION OF PROCESSING TERMS

Accounting Disbursing Station Number (ADSN). Identifies the funding station.

<u>If the transaction being processed is:</u>	<u>then use the</u>
Travel Order	ADSN of the funding station is identified in the accounting classification. This is the station responsible for the administration of the fund cite.
Travel Payments	ADSN, if applicable, of the funding station is identified in the accounting classification.
TR/MTA	ADSN of the TMO or SATO that issued the TR/MTA.

Action Code. The computer code used to identify whether the transaction affects the DSR or PSR. With the exception of the "TCOM" frame, no action codes are required since they are computer generated. Reference section 5.

Advance DOV Number. The DOV number assigned to the advance.

Advance DSSN. The station number of the disbursing office that made the advance payment.

Amount. Enter the amount in dollars and cents, or leave blank for no pay vouchers. Left-justify. Do not enter special characters such as dollar signs, commas, or periods.

Appropriation. The applicable accounting classification published in the travel order. The appropriation will be used per section 15.

Beginning Travel Date. The date travel begins. This date is taken from the settlement voucher. Enter the date in YYYYMMDD sequence, e.g., 00APR22.

Blanket Travel Orders. Blanket travel orders are normally issued to frequent travelers to cover a specified period of time (quarterly, semiannual, or annual) with no itinerary mentioned.

BPAC/PEC. The applicable BPAC/PEC will be used per section 15.

Figure 30-1. Definition of Processing Terms.

By-Others Code. Used to identify payments involving specific funding stations local allotment funds paid by another station. These travel documents are received for final processing at the accountable station on a by-others cycle. If this field contains an entry, an entry must also be made in the cycle number field using the associated cycle number on the by-others register.

Cost Descriptor (CD). A 1-digit code used to identify expenses to the cost system as direct, indirect, or work order related. For more information see part four.

Cost Systems Indicator (CSI). A 1-digit alpha code used to identify the cost system involved. For more information on the CSI, see part four.

Country Code. A 2-position code used for travel warrants to identify the country traveled. The code is the first two positions of the IBP code for that country. The country code will identify the office responsible for the payment to the carrier and for processing the billing to the accountable station.

<u>If country traveled is:</u>	<u>country code is:</u>
Portugal/Spain	SP
Norway/United Kingdom	UK
Turkey	TU
Greece/Crete	GR
Italy	IT
Germany/All Others Europe	GE
Korea	KA
Japan	JA

Cycle Number. If an entry is made in the by-others code field, an entry must be made in this field. Enter the cycle and line number from the transmittal register. For example; If a transaction is received from DFAS-DE is the fifth line item of cycle B1 - Enter B1 00005; If a transaction is received from DFAS-IN on a DA Form 14-94, transmittal number C02 for GBL M00123456 - Enter C0223456.

Disbursing Station Symbol Number (DSSN). The first four positions of the ADSN of the station making payment on a travel voucher.

Document Number. A number assigned to a source document to identify a Request and Authority to Cite Funds (AF Form 616), a Miscellaneous Obligation Reimbursement Document (MORD), or Blanket Order. If FY is included in the document number, record in high-order position of the field; e.g., 99000123.

Document Save Indicator (DSI). The DSI may be used to save a document summary record even though the amount is zero. To save a record, enter an "X". Before a particular document can be deleted, the DSI must be turned off by removing the "X" with a slash "/" in an update transaction on the TOBL or TCOM frame. The DSI can only be used on type transactions 02, 03, 04, 08, 09, and 10.

Document Type. A 1-position code to further define transportation obligations and payments. The following is a list of authorized document type codes:

Blanket Orders	B
Miscellaneous Obligation/ Reimbursement Document (MORD)	D
Refund Receivables (for unused tickets)	R
Meal Tickets	L
Government Bill of Lading (GBL)	G
Transportation Request (TR)	T
AMC Transportation Airlift Authorization (MTA)	M
Travel Warrants (TW)	W
Special Assignment Airlift Missions	A
Any Other Obligations Document (not specified above)	A

DOV Number. A number assigned to a disbursement/collection voucher from a locally maintained, sequential control log. For student dependent travel, follow the 'T' with an 'S', e.g., TS003625,CTS00109.

Ending Travel Date. Indicates the date travel ends. It comes from either the travel order or the settlement voucher. Enter the date in YYMMDD sequence, e.g., 00JAN26.

Entitlement Codes. A 2-digit entitlement code that is used for civilian PCS for-self, transactions that identifies what category of entitlement the expenditure will reduce.

Figure 30-1. Definition of Processing Terms. (Cont'd)

CODE	DESCRIPTION	USAGE	
		TADV	TVO4
EM	Employee Travel	X	X
DP	Dependent Travel	X	X
HH	House Hunting Trip	X	X
TQ	Temporary Quarters Expense/Foreign Transfer Allowance Subsistence	X	X
MS	Miscellaneous Expense		X
HG	Household Goods Shipment/Storage not Involving GBL	X	X
RE	Real Estate Expense/Unexpired Lease		X
RS	Relocation Services		X
MH	Mobile Home Movement not involving GBL	X	X
WT	Withholding Tax Allowance	X	
RT	Relocation Income Tax Allowance		X

Expiration Date. The date used to record the expiration date of a AF Form 616, MORD, or a blanket order. Enter the date in YYYYMMDD format, e.g., November 5, 2000 will be recorded 00NOV05.

FMS Line Item Code (FMS Line). A 3-digit code used to identify the individual line items of a specific FMS case.

Final Pay Code. A 1-position code used on transportation payments to determine if a residual obligation should remain on file, or if the obligation should be reversed in total.

Fiscal/Program Year (FY). The 1-digit number used to identify fiscal year.

Fund Code. The applicable allotment code per section 15.

Fund Summary Record Address (FSRA). The FSRA is a mandatory entry on all "add" for-self transactions, for each EEIC. Do not include the FSRA on other than ADD type actions. Do not include the "F" in the FSRA field.

Figure 30-1. Definition of Processing Terms. (Cont'd)

Funding Document Number. See Document Number.

International Balance of Payments (IBP) Code. Used to identify the country where overseas travel is performed. The user will include the IBP code on payments to the country in which most of the allowance is earned. When the travel is performed in several countries, enter the code for the country where the greatest entitlement is earned. IBP codes will be used on for-self, for-others, and CMA funds. IBP codes will not be entered on by-others transactions because the IBP transaction was already reported at the paying station.

MAFR Code. This code determines the accountability funds for reporting purposes. For more information see section 15.

Miscellaneous Obligation Document (MORD). Used to record an obligation (AEU) when a formal obligation document has not been received, but a reservation of funds is required. When the formal obligation document is received, the MORD should be reduced or liquidated. A MORD could also be used for unit moves when it is impractical to obligate each individual travel order. Preparation and control requirements are contained in DFAS-DE 7010.1-R.

Order Data Number (Order Data). An 8-digit job order number related to a cost accounting system. It is not restricted to BEAMS/WIMS (e.g., it may be used for JOCAS, VIMS, etc.) For more information see part four.

Post Code. The balance identifier used to increase, decrease, or adjust a document summary record or for-other payment transaction. See table 30-13, Travel and Accounting Relationship Table.

Program Summary Record Address (PSRA). The PSRA is required for each for-self transaction. An entry in the amount field is required when using a PSRA. Do not include the "P" in the PSRA field.

Request and Authority to Cite Funds (AF 616). Preparation and control requirements are contained in DFAS-DE 7010.1-R. The request for funds is issued as a certification of fund availability and a control document for on-base, tenant, or satellite activities for travel expenses and transportation costs. The request for funds is controlled by document number and amount fund authorization.

Return Date. The anticipated date travel will end. This date will be used to generate a Suspense date on all for-self travel obligations. This date is determined as follows:

<u>If travel is</u>	<u>then return date is determined by</u>
TDY	Adding the number of days TDY to the proceed on/about date.
Civilian PCS	Entering proceed date plus two years.
Blanket orders	Entering the expiration date from the Blanket Order.
Student dependent travel	Adding three days to the anticipated travel completion date.

Site Code. The site code identifies a specific installation, which is attached to an OPLOC.

Social Security Number (SSN). The SSN is linked to all for-self travel order obligation records. If, when loading a document summary record, the individual does not have a SSN (foreign student), use a bogus SSN.

Slash Logic (/). A document save indicator is deleted with a type action "U". Enter a forward slash (/) in the DSI field of the frame.

Suspense Date. This field is computer generated and used to produce management listings. The suspense date is computed as follows:

<u>For TT</u>	<u>Days</u>	<u>Will be added to</u>
05	7	Return Date
07	30	Transaction Date
08	210	Transaction Date
09	210	Transaction Date
10	210	Transaction Date
11	7	Return Date (TT05)
14	7	Return Date
15	90	Current Date
86	30	Current Date
85	127	Return Date (TT05)

Figure 30-1. Definition of Processing Terms. (Cont'd)

TR/MTA/GBL Number. The GTR/Travel Warrant, MTA, or GBL number referenced on the transportation document including any alpha prefixes.

Technician Code. Identifies the individual travel technician that input the transactions. The selective transaction history can be requested by processing center code "T" for travel and individually by travel technician code.

Transaction Date. The Julian date for the business date a transaction is processed. If left blank, the effective date in the control record will be used; otherwise, enter the effective Julian date as YDDD, e.g., 0245.

Trip Number. The number of round trips authorized on repeated travel orders.

Type Action. An entry required on all travel frames, except TADJ. It identifies the purpose of the input. Transaction codes used are:

- A Add new record.
- D Delete record.
- I Inquire transaction maintained in GAFS.
- U Change/update record.

Type Transaction (TT). Identifies the type document being processed. Type transactions used are:

<u>Type Transaction</u>	<u>Definition</u>
02	AF Form 616
03	Blanket Travel Order
04	Miscellaneous Obligation Reimbursement Document (MORD)
05	Travel Order
07	Refund Receivable and Offset Obligation
08	Government Transportation Request (GTR/Travel Warrants)
09	Military Transportation Authorization (MTA)

Figure 30-1. Definition of Processing Terms. (Cont'd)

<u>Type Transaction</u>	<u>Definition</u>
10	Government Bill of Lading (GBL)
11	Advance
12	Settlement
13	Supplemental
14	Indebtedness
15	Claim
16	Collection
17	Negative Settlement
85	Payment Pending - Program Generated
86	Due US - Program Generated

Type Travel. Identifies category of travel and is based upon the travel order. The following codes apply:

<u>Type Travel</u>	<u>Definition</u>
B	Blanket Travel Order
C	Civilian PCS
D	Dependent Travel Order/Student Dependent Travel Order
I	Invitational Travel Order
P	Permanent Change of Station (PCS) Travel Order
R	Repeated Travel Order
S	Separation Order
T	Temporary Duty (TDY) Travel Order
V	Vicinity Travel
Y	Local Do-It-Yourself (DITY) Move

<u>Type</u> <u>Travel</u>	<u>Definition</u>
Z	Retirement Order

Figure 30-1. Definition of Processing Terms. (Cont'd)

TABLE 30-1			
READY REFERENCE TABLE			
RULE		REFER TO	
	WHEN PROCESSING	TABLE	PARAGRAPH
1	ACCOUNTING ADJUSTMENTS		30.8
2	AF FORM 616 (TT02)	30-11	30.9
3	BALANCING FORMULA		30.25
4	BLANKET TRAVEL ORDERS (TT03)	30-12	30.10
5	CENTRALIZED TRAVEL HISTORY RECORD		30.30
6	CLAIMS (TT15)	30-3	30.21
7	COLLECTIONS (TT16)	30-3 THRU 30-7	30.22
8	CMA TRAVEL ADVANCE	30-5	30.29
9	DD FORMS 139		30.27
10	DD FORM 730		30.14
11	DEFENSE TRAVEL SYSTEM (DTS)		30.33
12	ERROR CORRECTION	30-15	30.26
13	GENERATED TRANSACTION (TT85 and TT 86)		30.24
14	INDEBTEDNESS (TT14)	30-2	30.20
15	INDEBTEDNESS RECLASSIFICATION TYPE VENDOR 7/9		30.28
16	INQUIRIES		30.7
17	INTEGRATED AUTOMATED TRAVEL SYSTEM		30.32
18	MANAGEMENT PRODUCTS		30.4
19	MORD (TT04)	30-12	30.11
20	NEGATIVE SETTLEMENT (TT17)	30-3 THRU 30-7	30.23
21	ONLINE		30.2
22	PSEUDO		30.3
23	REVOKED/RESCINDED TRAVEL ORDERS		30.13
24	SETTLEMENTS (TT12)	30-3 THRU 30-7	30.18
25	SUPPLEMENTALS (TT13)	30-3 THRU 30-7	30.19

TABLE 30-1			
READY REFERENCE TABLE			
RULE		REFER TO	
	WHEN PROCESSING	TABLE	PARAGRAPH
26	SUSPENSE ACCOUNTS		30.15
27	TR/MTA/GBL (TT08, 09, 10)	30-3 THRU 30-7, 30-12, 30-13	30.16
28	TRAVEL ADVANCES (TT11)	30-3 THRU 30-7	30.17
29	TRAVEL ORDERS (TT05)	30-2	30.12
30	TRAVEL RECORD DELETIONS		30.6
31	VOUCHERLESS FOR-OTHERS	30-6	30.29

TABLE 30-2														
TRAVEL ORDER/AMENDMENT/CLAIMS/INDEBTEDNESS (TV03)														
A			B				C				D			
WHEN ENTERING			REQUIRED INPUT IS DEPENDENT ON THE SITUATION											
R U L E	DESCRIPTION	NO OF POS	FOR-SELF				INDEBTEDNESS FOR-SELF				CLAIMS FOR-SELF			
			(A)	(U)	(D)	(I)	(A)	(U) - 6	(D)	(I)	(A)	(U)	(D)	(I)
1	TYPE ACTION	1	(A)	(U)	(D)	(I)	(A)	(U) - 6	(D)	(I)	(A)	(U)	(D)	(I)
2	SSN	9	X	X	X	X	X	X	X	X	X	X	X	X
3	TRVL ORDER NBR	6	X	X	X	X	X	X	X	X	X	X	X	X
4	TYPE TRANS	2	(05)	(05)	(05)	(05)	(14)	(14)	(14)	(14)	(15)	(15)	(15)	(15)
5	RETURN DATE	7	X	O-4										
6	TYPE TRAVEL	1	X	X		X								
7	DOCUMENT NBR	8	O	O										
8	SUB PC	1												
9	FSRA (1, 2, 3)	6	X	O-3			X	O-3			X	O-3		
10	PSRA (1, 2, 3)	6	X	O-3			X	O-3			X	O-3		
11	EEIC (1, 2, 3)	5												
12	AMOUNT (1, 2, 3)	10	X	O			X	O			X			
13	TRANS DATE	4	O	O	O		O	O	O		O		O	
14	POST CODE	2		O-1				O-2						
15	TRIP NBR	2		O-5										
16	CSI	1					O				O			
17	COST DESCPTR	1					O				O			
18	ORDER DATA	8	O				O				O			
19	SUSPENSE DATE	7						O				X		

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

NOTE 1: Enter post code 'XU' to increase or 'UX' to decrease.

NOTE 2: Enter post code 'UX' to increase or 'XU' to decrease.

NOTE 3: FSRA and PSRA are required for Update.

NOTE 4: Return Date Required to update trip number on Repeated Orders.

NOTE 5: Trip number must be two positions (i.e. 02).

NOTE 6: Must update the amount and the suspense date in two separate transactions.

TABLE 30-3						
FOR-SELF PAYMENTS/COLLECTIONS (TV04)						
R U L E	A		B	C	D	E
	WHEN ENTERING		REQUIRED INPUT IS DEPENDENT ON THE SITUATION			
	DESCRIPTION	NO OF POS	SETTLEMENT	VICINITY TRAVEL	SUPPLEMENTAL	COLLECTION
1	TYPE ACTION	1	(A)	(A)	(A)	(A)
2	SSN	9	X	X	X	X
3	TRVL ORDER NBR	6	X		X	X
4	TYPE TRANS	2	(12)	(12)	(13)	(16)
5	DOV NUMBER (NOTE 9)	8	X	X	X	X
6	MAFR CODE	1	X	X	X	X
7	BEGIN TRAVEL	7	X	X		
8	END TRAVEL	7	X	X		
9	NET AMOUNT	6	O-2	X	X	X
10	DUE US AMOUNT	6	O-2			
11	CYCLE NBR	3	O-3	O-3	O-3	O-3
12	FSRA (6 OCCURRENCES)	6	X	X	O-4	O-5
13	PSRA (6 OCCURRENCES)	6	X	X	O-4	O-5
14	ENT CD (6 OCCURRENCES)	2	O-6		O-6	O-6
15	LINE (6 OCCURRENCES)	5	O	O	O	O
16	AMOUNT (6 OCCURRENCES)	6	X	X	O-4	O-5
17	TAX	6	O-7		O-7	
18	DOCUMENT NBR	8	O-1	O-1	O-1	
19	SUB-PC	1				
20	IBP CODE	3	O	O	O	O
21	ORDER DATA	8	O	O	O	O
22	TRANS DATE	4	O	O	O	O
23	TYPE TRAVEL	1		(V)		
ADVANCES CLAIMED						
24	FSRA (2 OCCURRENCES)	6	O		O-4	
25	PSRA (2 OCCURRENCES)	6	O		O-4	
26	ADV DOV (2 OCCURRENCES)	8	O		O-4	O-5
27	DSSN (2 OCCURRENCES)	4	O		O-4	O-8
28	AMOUNT (2 OCCURRENCES)	6	O		O-4	O-5
IF TRAVEL REQUEST INFORMATION IS ENTERED						
29	GTR NBR	10				
30	PSRA	6				
31	DOC TYPE	1				
32	COUNTRY CODE (CC)	1				
33	AMOUNT	6				

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

NOTE 1: Mandatory for type travel 'B', otherwise optional. If the transaction is issued against an MORD, or Blanket travel order, enter the applicable document number.

NOTE 2: Must have an amount in either net amount or due US fields - both cannot be blank except for NO PAY DUE Vouchers.

NOTE 3: If cycle number field is used, the by-others code is programmatically generated.

NOTE 4: If TT13 is to close a TT85, leave entitlement portion of frame blank and enter the FSRA, PSRA, ADV DOV, DSSN and AMOUNT of the TT85 in the advance claimed portion of the frame. If there is no TT85 on file, the entitlement portion of frame will be used and advance claimed portion of the frame will be blank. See paragraph 30.19.

NOTE 5: If TT16 is to be applied to a TT11 or TT86, leave entitlement portion of frame blank and enter the ADV DOV and AMOUNT of the TT11/TT86 in the advance claimed portion of the frame. If there is no TT11/TT86 on file, the entitlement portion of the frame will be used and the advance claims portion will be blank.

NOTE 6: The entitlement code field is used for type travel 'C' only. Otherwise leave blank. If TT16 delete transaction is being processed, only the first and or second occurrence of the entitlement code is used. If original erroneous TT16 transaction had more than 2 entitlement codes, then multiple delete transactions are needed to delete the entire TT16.

NOTE 7: The TAX field is used with type travel 'C' and 'Y' only; otherwise, leave blank. For TT13's the TAX field can only be used if the TT13 is stand-alone (not posted against TT85).

NOTE 8: If type travel is 'C' and the TT16 is being posted against a TT11/TT86, put the entitlement code of the TT11/TT86 in the first two positions of the DSSN field in the advances claimed portion of the frame, otherwise, leave blank.

NOTE 9: AFOs using the centralized disbursing process must create the DOV number as shown:

<u>POSITIONS (FRAME)</u>	<u>DISBURSEMENT</u>	<u>COLLECTION</u>
1	"T" (Functional Area)	"C"
2	OPLOC Code	"T" (Functional Area)
3	Site Code	OLOC Code
4	DOV Number (Alphanumeric)	Site Code
5-8	DOV Number (Numeric)	DOV Number (Numeric)

TABLE 30-4			VOUCHERLESS BY-OTHERS/CIVILIAN PCS FOR-SELF PAYMENTS AND COLLECTIONS (XV04)					
R U L E	A		B	C		D	E	F
	WHEN ENTERING		REQUIRED INPUT IS DEPENDENT ON THE SITUATION					
	DESCRIPTION	NO OF POS	ADVANCES	SETTLEMENTS		VICINITY TRAVEL	SUPPLEMENTALS	COLLECTION
1	TYPE ACTION	1	(A)	(A)	(Z)	(A)	(A)	(A)
2	SSN	9	X	X	X	X	X	X
3	TRVL ORDER NBR	6	X	X	X	O	X	X
4	TYPE TRANS	2	(11)	(12)	(12)	(12)	(13)	(16)
5	DOV NUMBER	8	X	X	X	X	X	X
6	MAFR CODE	1	X	X	X	X	X	X
7	BEGIN TRVL	7		X	X	X		
8	END TRVL	7		X	X	X		
9	BY-OTHERS CODE	1	X	X	X	X	X	X
10	FSRA (3 OCCURRENCES)	6	X	X		X	X	X
11	PSRA (3 OCCURRENCES)	6	O	O		O	O	O
12	EEIC (3 OCCURRENCES)	6	O	O		O	O	O
13	AMOUNT (3 OCCURRENCES)	6	X	X		X	X	X
14	CYCLE NBR (3 OCCURRENCES)	8	X	X		X	X	X
15	ADV DSSN (3 OCCURRENCES)	4	O					
16	TRANS DATE (3 OCCURRENCES)	4	O	O		O	O	O
17	DOCUMENT NBR	8	O-1	O-1		O-1	O-1	
18	SUB SMA	1						
19	IBP CODE	3	O	O		O	O	O
20	CSI	1		O		O	O	O
21	COST DESCRPTR	1		O		O	O	O
22	ORDER DATA	8		O		O	O	O
23	SUSPENSE DATE	7						
IF ADVANCES CLAIMS								
24	FSRA (4 OCCURRENCES)	6		X	X			
25	PSRA (4 OCCURRENCES)	6		X	X			
26	ADV DOV (4 OCCURRENCES)	8		X	X			
27	DSSN (4 OCCURRENCES)	4		X	X			
28	AMOUNT (4 OCCURRENCES)	6		X	X			
29	TYPE TRAVEL	1		X	X			

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

NOTE: Mandatory for type travel 'B', otherwise, optional. If the transaction is issued against an MORD, or blanket travel order, enter the applicable document amount.

TABLE 30-5										
FOR-OTHERS PAYMENTS AND COLLECTIONS (TV06A)										
A			B		C		D		E	
	WHEN ENTERING		REQUIRED INPUT IS DEPENDENT ON THE SITUATION							
R U L E	DESCRIPTION (NOTE 3)	NO OF POS	FOR-OTHERS ADVANCES		FOR-OTHERS SETTLEMENT		FOR-OTHERS SUPPLEMENTAL		FOR-OTHERS COLLECTION	
1	TYPE ACTION	1	(A)	(I)	(A)	(I)	(A)	(I)	(A)	(I)
2	SSN	9	X		X		X		X	
3	TRVL ORDER NBR	6	X		X		X		X	
4	TYPE TRANS (NOTE 3)	2	(11)	(11)	(12)	(12)	(13)	(13)	(16)	(16)
5	AMOUNT	10	X		X		X		X	
6	POST CODE	2	X-1		X-1		X-1		X-1	
7	DOV NBR (SEE NOTE 10)	8	X	X	X	X	X	X	X	X
8	MAFR CODE	1	(C)	O	(C)	O	(C)	O	(C)	O
9	ADSN	6	X		X		X		X	
10	FUND CODE	2	X		X		X		X	
11	FISCAL YR	1	X		X		X		X	
12	OAC	2	X		X		X		X	
13	BPAC/PEC	6	O-7		O-7		O-7		O-7	
14	IBP CODE	3	O		O		O		O	
15	BEGIN TRAVEL	7	O		X		O			
16	END TRAVEL	7	O		X		O			
17	TR/MTA/GBL	8								
18	APPROPRIATION	13	O-8		O-8		O-8		O-8	
19	EEIC/ASN	6	O		O					
20	FMS LINE	3	O		O		O		O	
21	TYPE TRVL	1	X		X		X		X	
22	TRANS DATE	4	O		O		O		O	
IF ADVANCE CLAIMED										
23	ADV DOV (1, 2, 3, 4)	8			X		X		X	
24	DSSN (1, 2, 3, 4)	4			X		X		X	
25	AMOUNT (1, 2, 3, 4)	6			X		X		X	

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

TABLE 30-5 (cont'd)							
FOR-OTHERS PAYMENTS AND COLLECTIONS (TV06A)							
WHEN ENTERING			REQUIRED INPUT IS DEPENDENT ON THE SITUATION				
R U L E	DESCRIPTION (NOTE 3)	NO OF POS	VICINITY TRAVEL OTHER THAN FOR-SELF		OTHER THAN FOR-SELF TR/MTA/GBL PAYMENTS/ MISC TRANS	OTHER SERVICES TRANS (ARMY, NAVY, ETC.)	
			(A)	(I)		(A)	(I)
1	TYPE ACTION	1	(A)	(I)	(A)	(A)	(I)
2	SSN	9	X	X		X	X
3	TRVL ORDER NBR	6				X	X
4	TYPE TRANS (NOTE 3)	2	(12)	(12)	X-4	X-2	X-2
5	AMOUNT	10	X		X	X	
6	POST CODE	2	X-1		X-1	X-1	
7	DOV NBR (SEE NOTE 10)	8	X		X	X	
8	MAFR CODE	1	X		X	X	
9	ADSN	6	O		O	O	
10	FUND CODE	2	O		O	O	
11	FISCAL YR	1	O		O	O	
12	OAC	2	O		O	O	
13	BPAC/PEC	6	O-7		O-7	O-7	
14	IBP CODE	3	O		O	O	
15	BEGIN TRAVEL	7	X			O	
16	END TRAVEL	7	X			O	
17	TR/MTA/GBL	8			X		
18	APPROPRIATION	13	O-8		O-8	O-8	
19	EEIC/ASN	6	O		O	O	
20	FMS LINE	3	O		O		
21	TYPE TRAVEL	1	V		X	X	
22	TRANS DATE	4	O		O	O	
IF ADVANCE CLAIMED							
23	ADV DOV (1, 2, 3, 4)	8				X	
24	DSSN (1, 2, 3, 4)	4				X	
25	AMOUNT (1, 2, 3, 4)	6				X	

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

NOTE 1: Either post code 'xX' or 'xR' may be used. Post code 'xR' will be used to reverse an erroneous 'xX' previously processed (x designates applicable AFO-ID).

NOTE 2: Indicate the appropriate type transaction for advances, settlements, etc.

NOTE 3: For a negative posting, use Type Transaction 17.

NOTE 4: Indicate the appropriate type transaction for the TR/MTA/GBL, either TT08, TT09, or TT10.

NOTE 5: BAC (formerly MFP) (left-justified) must be entered when processing fund codes 30, 54, and 58. If other than fund codes 30, 54, and 58, entry is optional.

NOTE 6: For other services, the appropriation field is input with department in positions 1-2, Transfer department in positions 3-4, year in position 5, and limitation in positions 10-13.

NOTE 7: When posting a "no pay due" voucher, enter "00" in the amount field and "TONP" in the DOV NBR field and the last four digits of the DOV number.

NOTE 8: AFOs using the centralized disbursing process must create the DOV number as shown:

<u>POSITIONS (FRAME)</u>	<u>DISBURSEMENT</u>	<u>COLLECTION</u>
1	"T" (Functional Area)	"C"
2	OPLOC Code	"T" (Functional Area)
3	Site Code	OPLOC Code
4	DOV Number (Alphanumeric)	Site Code
5-8	DOV Number (Numeric)	DOV Number (Numeric)

TABLE 30-6										
FOR-OTHERS/OPEN ALLOTMENT PAYMENTS AND COLLECTIONS (TV06A)										
A			B		C		D		E	
WHEN ENTERING			REQUIRED INPUT IS DEPENDENT ON THE SITUATION							
R U L E	DESCRIPTION	NO OF POS	OPEN ALLOTMENT ADVANCE		OPEN ALLOTMENT SETTLEMENT		OPEN ALLOTMENT SUPPLEMENTAL		OPEN ALLOTMENT COLLECTION	
1	TYPE ACTION	1	(A)	(I)	(A)	(I)	(A)	(I)	(A)	(I)
2	SSN	9	X		X		X	X	X	
3	TRVL ORDER NBR	6	X		X		X	X	X	
4	TYPE TRANS	2	(11)		(12)		(13)	(13)	(16)	
5	AMOUNT	10	X		X		X		X	
6	POST CODE	2	X-1		X-1		X-1		X-1	
7	DOV NUMBER (NOTE 6)	8	X	X	X	X	X	X	X	X
8	MAFR CODE	1	(E)	O	(E)	O	(E)	O	(E)	O
9	ADSN	6	X		X		X		X	
10	FUND CODE	2	X		X		X		X	
11	FISCAL YEAR	1	X		X		X		X	
12	OAC	2	O		O		O		O	
13	BPAC	6	X		X		X		X	
14	IBP CODE	3	O		O		O		O	
15	BEGIN TRVL DT	7			X					
16	END TRVL DT	7			X					
17	TR/MTA/GBL	8								
18	APPROPRIATION	13	O		O		O		O	
19	EEIC/ASN	6	O		O		O		O	
20	FMS LINE	3	O		O		O		O	
21	TYPE TRAVEL	1	X		X		X		X	
22	TRANS DATE	4	O		O		O		O	
IF ADVANCE CLAIMED										
23	ADV DOV NBR (1, 2, 3,4)	8			X		X		X	
24	DSSN (1, 2, 3, 4)	4			X		X		X	
25	AMOUNT	6			X		X		X	

LEGEND:

X Mandatory Entry

O Optional or permissible change

() Mandatory entry, enter character as shown

- (Followed by a number) indicates a note is applicable to this situation

NOTE 1: Either post code "xX" or "xR" may be used. Post code "xR" will be used to reverse an erroneous "xX" previously processed (x designates applicable AFO-ID).

NOTE 2: For a negative posting use TT17.

NOTE 3: Enter "DITY Allowance" and DD Form 1155 control number with date.

NOTE 4: When positing a "no pay due" voucher, enter "00" in the amount field, and T0NP in DOV NBR Field, and the last four digits of the DOV number.

NOTE 5: AFOs using the centralized disbursing process must create the DOV number as shown:

<u>POSITIONS (FRAME)</u>	<u>DISBURSEMENT</u>	<u>COLLECTION</u>
1	"T" (Functional Area)	"C"
2	OPLOC Code	"T" (Functional Area)
3	Site Code	OPLOC Code
4	DOV Number (Alphanumeric)	Site Code
5-8	DPV Number (Numeric)	DOV Number (Numeric)

TABLE 30-7														
FOR-OTHERS TRAVEL VOUCHERLESS PAYMENTS AND COLLECTIONS (EXCLUDING GTRs/MTAs/GBLs) (TV08)														
A			B			C			D			E		
WHEN ENTERING			REQUIRED INPUT IS DEPENDENT ON THE SITUATION											
R U L E	DESCRIPTION	NBR OF POS	ADVANCES			SETTLEMENTS			NEGATIVE SETTLEMENTS			SUPPLEMENTALS		
			(A)	(D)	(I)	(A)	(D)	(I)	(A)	(D)	(I)	(A)	(D)	(I)
1	TYPE ACTION	1	(A)	(D)	(I)	(A)	(D)	(I)	(A)	(D)	(I)	(A)	(D)	(I)
2	SSN	9	X	X	X	X	X	X	X	X	X	X	X	X
3	TRVL ORDER NBR - NOTE 1	6	X	X		X	X		X	X		X	X	
4	TYPE TRANS - NOTE 2, 3	2	(11)	(11)		(12)	(12)		(17)	(17)		(13)	(13)	
5	DOV NBR - NOTE 4	8	X	X	X	X	X	X	X	X	X	X	X	X
6	BEGIN TRVL	7	X-12			X			X					
7	END TRVL	7				X			X					
8	FC/FY	3	X	X		X	X		X	X		X	X	
9	OAC/OBAN	4	X	X		X	X		X	X		X	X	
10	BPAC	6	X-15	X-15		X-15	X-15		X-15	X-15		X-15	X-15	
11	RCCC	6	O-14	O-14		X-11	X-11		X-11	X-11		X-11	X-11	
12	BA	2	X-15	X-15		X-15	X-15		X-15	X-15		X-15	X-15	
13	IBP	3	O	O		O	O		O	O		O	O	
14	ESP	2	O			O			O			O		
15	ORD DATA	8	O	O		O	O		O	O		O	O	
16	FMS LINE NBR	3	O			O	O		O	O		O	O	
17	SUB PC	1	O	O		O	O		O	O		O	O	
18	ADSN	6	X	X		X	X		X	X		X	X	
19	NET AMT PAID-NOTE 10	6	X	X		X	X		X	X		X	X	
20	DUE US AMT-NOTE 10	6				O-5	O-5		O-5					
21	EEIC (4 OCCURRENCES)	5	O			O			O			O		
22	ENT AMT (4 OCCURRENCES)	6				X-7			X-7			X-7		
23	ADV DOV (4 OCCURRENCES)	8				O-8			O-8					
24	DSSN (4 OCCURRENCES)	4				O			O					
25	AMT (4 OCCURRENCES)	6				O			O					
26	TR/MTA/GBL (2 OCCURRENCES)	8				X-13			X-13			X-13		
27	AMOUNT (2 OCCURRENCES)	6				O			O					
28	TRANS DATE	4	O			O	O		O	O		O	O	
29	FCN/616 NO	8				X-13			X-13			X-13		
30	TYPE TRAVEL	1	X			X			X			X		

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

TABLE 30-7 (cont'd)					
FOR-OTHERS TRAVEL VOUCHERLESS PAYMENTS AND COLLECTIONS (EXCLUDING GTRs/MTAs/GBLs) (TV08)					
F			G		
WHEN ENTERING			REQUIRED INPUT DEPENDS ON THE SITUATION		
R U L E	DESCRIPTION	NBR OF POS	COLLECTIONS		
1	TYPE ACTION	1	(A)	(D)	(I)
2	SSN	9	X	X	X
3	TRVL ORDER NBR - NOTE 2	6	X	X	
4	TYPE TRANS - NOTE 2	2	(16)	(16)	
5	DOV NBR - NOTE 4	8	X	X	X
6	BEGIN TRVL	7			
7	END TRVL	7			
8	FC/FY	3	X	X	
9	OAC/OBAN	4	X	X	
10	BPAC	6	O		
11	RCCC	6	O-11	O	
12	BA	2	X	X	
13	IBP	3	O		
14	ESP	2	O	O	
15	ORD DATA	8	O	O	
16	FMS LINE NBR	3	O		
17	SUB PC	1	O		
18	ADSN	6	X	X	
19	NET AMT PAID - NOTE 12	6	X	X	
20	DUE US AMT - NOTE 12	6			
21	EEIC (4 OCCURRENCES)	5	X-6		
22	ENT AMT (4 OCCURRENCES)	6			
23	ADV DOV (4 OCCURRENCES)	8	O-9		
24	DSSN (4 OCCURRENCES)	4	O		
25	AMT (4 OCCURRENCES)	6	O		
26	TR/MTA/GBL (2 OCCURRENCES)	8			
27	AMOUNT (2 OCCURRENCES)	6			
28	TRANS DATE	4	O	O	
29	FCN/616 NO	8			
30	TYPE TRAVEL	1	X		

NOTE 1: Travel order number is a mandatory entry except for type travel "V". If a MAC flight authorization is basis for action, use prefix "FA" then flight authorization number.

NOTE 2: Type transactions allowed 11, 12, 13, 15, 16, or 17.

NOTE 3: Type transaction 12 is used when the charge to an appropriation is a disbursement. Type transaction 17 is used if the amount is a credit to an appropriation.

NOTE 4: AFOs not using centralized disbursing: first position of the DOV-NBR must be "T" (TT11, 12, 13, 15, or 17) or "C" (TT16). FSOs using the centralized disbursing process must create the DOV number as shown:

<u>POSITIONS (FRAME)</u>	<u>DISBURSEMENT</u>	<u>COLLECTION</u>
1	"T" (Functional Area)	"C"
2	OPLOC Code	"T" (Functional Area)
3	Site Code	OPLOC Code
4	DOV Number (Alphanumeric)	Site Code
5-8	DOV Number (Numeric)	DOV Number (Numeric)

NOTE 5: Required entry for DUE US settlement vouchers. Net amount field will be blank.

NOTE 6: EEIC is a mandatory entry for all type transactions except TT11, and for all fund codes except 4F, 50 and 29. EEIC is optional for all fund code 29 transactions with an OAC other than 47.

NOTE 7: Mandatory for at least one occurrence on TT12, 13, or 17.

NOTE 8: The ADV DOV, DSSN, and AMT fields of the advanced claimed portion of TV08 are optional entries for TT12, complete fields are required.

NOTE 9: The ADV DOV, DSSN, and AMT field of the advance claimed portion of TV08 are mandatory entries if advance/indebtedness information recorded in GAFS is being adjusted by the transaction.

NOTE 10: Either net amount or due US amount is required, except for NPD voucher.

NOTE 11: RCCC required for fund codes 2W, 2X, 6E, 30, and 54. RCCC is a required entry for all fund code 29 transactions; however, if an RCCC is not applicable, enter "NA" in this field.

NOTE 12: Begin travel date is mandatory for type travel "B"; otherwise, leave blank.

NOTE 13: If field is not applicable, "NA" may be entered. Not required for TT "V".

NOTE 14: RCCC mandatory if fund codes 2W, 2X, and 30. Otherwise, not allowed on TT11.

NOTE 15: The BPAC (formerly MFP) field is mandatory for fund codes 2W, 2X, 30, and 54. Leave blank for all other fund codes. The BPAC field is mandatory for fund codes 4A, 4F, 5G, YL, 29, and 50. Leave blank for all other fund codes.

TABLE 30-8												
VOUCHERLESS MANDATORY DATA ELEMENTS												
R U L E	DESCRIPTION	NBR OF POS	FUND CODES									
			29	2X	30	4A	4F	54	5G/YL	6E	50	68
1	FUND CODE	2	X	X	X	X	X	X	X	X	X	X
2	FISCAL YEAR	1	X	X	X	X		X	X		X	X
3	OAC	2	X	X	X	X	X	X	X	X	X	X
4	OBAN	2	X	X	X	X	X	X	X	X	X	X
5	BPAC	6	X			X	X		X		X	X
6	RCCC - NOTE 1	6	X	X	X			X		X	X	X
7	MFP	2		X	X			X				X
8	IBP - NOTE 2	3	O	O	O	O	O	O	O	O	O	O
9	ESP - NOTE 2	2	O	O	O	O	O	O	O	O	O	O
10	ORD DATA - NOTE 3	8	O		O							O
11	FMS LINE NO	3					X					
12	EEIC - NOTE 4	5	O-5	X	X	X	O	X	X	X		

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

NOTE 1: RCCC is a required entry. However, if not applicable, "NA" may be entered in this field. Not allowed for fund code YL.

NOTE 2: Optional entry for all fund codes.

NOTE 3: If order data has an entry, fund code must be 29 or 30.

NOTE 4: Not required for TT11 (advance).

NOTE 5: EEIC is only required if OAC is 47.

TABLE 30-9			
TRAVEL ACCOUNTING ADJUSTMENT (TADJ)			
A			B
WHEN ENTERING			REQUIRED INPUT IS DEPENDENT ON THE SITUATION
R U L E	DESCRIPTION	NO OF POS	TRAVEL ACCOUNTING ADJUSTMENT
1	POST CODE	2	X
2	FSRA	6	X
3	PSRA	6	X
4	EEIC	5	O
5	AMOUNT	8	X
6	DOV NUMBER (SEE NOTE)	8	X
7	MAFR CODE	1	X
8	SUB-PC	1	O
9	BY-OTHERS	1	O
10	CSI	1	O
11	CST DESCPTR	1	O
12	TRAN DATE	4	O
13	ORDER DATA	8	O
14	REMARKS	40	

LEGEND:

X Mandatory entry

O Optional or permissible change

NOTE: AFOs using the centralized disbursing process must create the DOV number as shown:

<u>POSITIONS (FRAME)</u>	<u>DISBURSEMENT</u>	<u>COLLECTION</u>
1	"T" (Functional Area)	"C"
2	OPLOC	"T" Functional Area
3	Site	OPLOC Code
4	DOV Number (Alphanumeric)	Site Code
5-8	DOV Number (Numeric)	DOV Number (Numeric)

TABLE 30-10									
FOR-SELF ADVANCES (TADV)									
A			B			C			
R U L E	WHEN ENTERING		REQUIRED INPUT IS DEPENDENT ON THE SITUATION						
	DESCRIPTION	NO OF POS	ADVANCES			BLANKET OR REPEATED ORDER ADVANCES			
1	TYPE ACTION	1	(A)	(D)	(I)	(A)	(U)	(D)	(I)
2	SSN	9	X	X	X	X	X	X	X
3	TRVL ORDER NBR	6	X	X	X	X	X	X	X
4	TYPE TRANS	2	(11)	(11)	(11)	(11)	(11)	(11)	(11)
5	DOV NUMBER (SEE NOTE 4)	8	X	X	X	X	X	X	X
6	MAFR CODE	1	X	X		X			
7	BEGIN TRAVEL	7				X-1	X-3		
8	FSRA	6	X			X			
9	PSRA	6	X			X			
10	ENTITLEMENT CODE	2	O-2						
11	AMOUNT	6	X			X			
12	CYCLE NBR	8	O			O			
13	TRANS DATE	4	O			O			
14	BY-OTHERS CODE	1	O			O			
15	SUB PC	1	O			O			
16	SUSPENSE DATE	7							
17	IBP CODE	3	O			O			
18	RETURN DATE	7							
19	TYPE TRAVEL	1			X	X-5			X
20	DOCUMENT NBR	8				X-6			
21	SUB PC	1							
22	FSRA (1, 2, 3)	6							
23	PSRA (1, 2, 3)	6							
24	AMOUNT (1, 2, 3)	10							
25	TRIP NBR	2							
26	CSI	1							
27	COST DESCPTR	1							
28	ORDER DATA	8							

LEGEND:

- X Mandatory entry
 O Optional or permissible change
 () Mandatory entry, enter character as shown - (Followed by a number) indicates a note is applicable to this situation

NOTE 1: Mandatory entry for type travel "B" and "R"; otherwise, leave blank.

NOTE 2: Mandatory entry for type travel "C" only; otherwise, leave blank.

NOTE 3: This is the only field which may be updated; applies to type travel "B" and "R" only; otherwise, leave blank.

NOTE 4: AFOs using the centralized disbursing process must create the DOV number as shown:

<u>POSITIONS (FRAME)</u>	<u>DISBURSEMENT</u>	<u>COLLECTION</u>
1	"T" (Functional Area)	"C"
2	OPLOC Code	"T" (Functional Area)
3	Site Code	OPLOC Code
4	DOV Number (Alphanumeric)	Site Code
5-8	DOV Number (Numeric)	DOV Number (Numeric)

NOTE 5: Enter "B" of Blanket Travel Orders or "R" for Repeated Travel Orders.

NOTE 6: Mandatory for Blanket Travel Orders. Enter the Document Number obligation the funds for this Blanket Travel Order.

TABLE 30-11						
TRAVEL COMMITMENTS (TCOM)						
A			B			
WHEN ENTERING			REQUIRED INPUT IS DEPENDENT ON THE SITUATION			
R U L E	DESCRIPTION	NO OF POS	REQUEST FOR FUNDS (AF FORM 616)			
1	TYPE ACTION	1	(A)	(U)	(D)	(I)
2	TYPE TRAN	2	(02)	(02)	(02)	(02)
3	DOCUMENT NUMBER	8	X	X	X	X
4	DATE EXPIRED	7	X			
5	FSRA	6	X	O		
6	PSRA (NOTE 3)	6	X	O		
7	AMOUNT	10	X	O		
8	DSI	1	O	O		
9	TRANS DATE	4	O	O	O	
10	SUB PC	1	O	O		
11	ACTION CODE	2	O-1	O-1		
12	POST CODE	2		O-2		
13	ORDER DATA	8	O			

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

NOTE 1: If funds have not been loaded by the ARM, the transaction is rejected. Contact ARM to load additional funds.

NOTE 2: Enter "CX" for decreases and "XC" for increases.

NOTE 3: If a prior year PSRA is entered, the transaction will reject. Commitments are only valid in current appropriations.

TABLE 30-12														
BLANKET ORDERS/MORDs/TRANSPORTATION OBLIGATIONS/REFUNDS (TOBL)														
A			B				C				D			
WHEN ENTERING			REQUIRED INPUT IS DEPENDENT ON THE SITUATION											
R U L E	DESCRIPTION	NO OF POS	BLANKET TRAVEL ORDERS				MISCELLANEOUS OBLIGATION/ REIMBURSEMENT DOCUMENT (MORD)				OBLIGATE TRANSPORTATION REQUEST (GTR)			
1	TYPE ACTION	1	(A)	(U)	(D)	(I)	(A)	(U)	(D)	(I)	(A)	(U)	(D)	(I)
2	DOCUMENT NBR	10	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3
3	DOCUMENT TYPE	1	(B)	(B)	(B)	(B)	(D)	(D)	(D)	(D)	(T)	(T)	(T)	(T)
4	FSRA	6	X				X				X			
5	PSRA	6	X		O		X	X	O		X		O	
6	AMOUNT	10	X	O			X	O			X	O		
7	TRANS DATE	4	O	O	O		O	O	O		O	O	O	
8	SUB PC	1	O	O			O	O			O	O		
9	POST CODE	2		O-1				O-1				O-1		
10	DATE EXPIRE	7	X	O			X	O						
11	DSI	1	O	O			O	O						
12	ORDER DATA	8	O				O				O			
13	FUNDING DOC NBR	8	O	O-4			O		O-4		O	O-4		
14	COUNTRY CODE	2												
15	SUSPENSE DATE	7										O		
16	SSN	9									O	O		
17	TRVL ORDR NBR	6									O	O		

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

TABLE 30-12 (cont'd)														
BLANKET ORDERS/MORDs/TRANSPORTATION OBLIGATIONS/REFUNDS (TOBL)														
WHEN ENTERING			E				F				G			
R U L E	DESCRIPTION	NO OF POS	REQUIRED INPUT IS DEPENDENT ON THE SITUATION											
			OBLIGATE TRAVEL WARRANTS (TW)				OBLIGATE AMC TRANSPORTATION AUTHORIZATION (MTA)				OBLIGATE GOVERNMENT BILL OF LADING (GBL)			
1	TYPE ACTION	1	(A)	(U)	(D)	(I)	(A)	(U)	(D)	(I)	(A)	(U)	(D)	(I)
2	DOCUMENT NBR	10	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3
3	DOCUMENT TYPE	1	(W)	(W)	(W)	(W)	(M)	(M)	(M)	(M)	(G)	(G)	(G)	(G)
4	FSRA	6	X				X				X			
5	PSRA	6	X	X			X	X			X	X	O	
6	AMOUNT	10	X	O			X	O			X	O		
7	TRANS DATE	4	O	O	O		O	O	O		O	O	O	
8	SUB PC	1	O	O			O	O			O	O		
9	POST CODE	2		O-1				O-1				O-1		
10	DATE EXPIRE	7												
11	DSI	1												
12	ORDER DATA	8	O				O				O			
13	FUNDING DOC NBR	8	O	O-4			O	O-4			O	O-4		
14	COUNTRY CODE	2	X											
15	SUSPENSE DATE	7		O				O				O		
16	SSN	9	O	O			O	O			O	O		
17	TRVL ORDR NBR	6	O	O			O	O			O	O		

TABLE 30-12 (cont'd)														
BLANKET ORDERS/MORDs/TRANSPORTATION OBLIGATIONS/REFUNDS (TOBL)														
WHEN ENTERING			H				I				J			
REQUIRED INPUT IS DEPENDENT ON THE SITUATION														
R U L E	DESCRIPTION	NO OF POS	OBLIGATE MEAL TICKETS				MISCELLANEOUS/ ALL OTHERS				ESTABLISH REFUND RECEIVABLE			
			(A)	(U)	(D)	(I)	(A)	(U)	(D)	(I)	(A)	(U)	(D)	(I)
1	TYPE ACTION	1	(A)	(U)	(D)	(I)	(A)	(U)	(D)	(I)	(A)	(U)	(D)	(I)
2	DOCUMENT NBR	10	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3	X-3
3	DOCUMENT TYPE	1	(L)	(L)	(L)	(L)	(A)	(A)	(A)	(A)	(R)	(R)	(R)	(R)
4	FSRA	6	X				X				X			
5	PSRA	6	X	X	O		X	X	O		X	X	O	
6	AMOUNT	10	X	O			X	O			X	O		
7	TRANS DATE	4	O	O	O		O	O	O		O	O		
8	SUB PC	1	O	O			O	O			O	O		
9	POST CODE	2		O-1				O-1				O-2		
10	DATE EXPIRE	7												
11	DSI	1												
12	ORDER DATA	8	O				O				O		O	
13	FUNDING DOC NBR	8	O	O-4			O	O-4						
14	COUNTRY CODE	2												
15	SUSPENSE DATE	7		O				O				O		
16	SSN	9	O	O		O-4	O	O		O-4				
17	TRVL ORDR NBR	6	O	O		O-4	O	O		O-4				

TABLE 30-12 (cont'd)						
BLANKET ORDERS/MORDs/TRANSPORTATION OBLIGATIONS/REFUNDS) TOBL)						
WHEN ENTERING			K REQUIRED INPUT IS DEPENDENT ON THE SITUATION			
R U L E	DESCRIPTION	NO OF POS	OFFSET			
1	TYPE ACTION	1	(A)	(U)	(D)	(I)
2	DOCUMENT NBR	10	X-3, 5	X-3, 5	X-3, 5	X-3, 5
3	DOCUMENT TYPE	1	(O)	(O)	(O)	(O)
4	FSRA	6	X			
5	PSRA	6	X	X	O	
6	AMOUNT	10	X	O		
7	TRANS DATE	4	O	O		
8	SUB PC	1	O	O		
9	POST CODE	2		O-1		
10	DATE EXPIRE	7				
11	DSI	1				
12	ORDER DATA	8	O			
13	FUNDING DOC NBR	8				
14	COUNTRY CODE	2				
15	SUSPENSE DATE	7		O		
16	SSN	9				
17	TRVL ORDR NBR	6				

NOTE 1: Enter "UX" for decreases and "XU" for increases except for refund receivables.

NOTE 2: For refund receivable, enter "XU" for decreases and "UX" for increases.

NOTE 3: For all document types the document number may have 8, 9, or 10 positions.

NOTE 4: If the referenced funding document number is a MORD/blanket order, the funding document will be increased/decreased. If the referenced funding document number is an AF 616, the funding document is not adjusted.

NOTE 5: An offset transaction is established using the same document number as the refund receivable.

TABLE 30-13													
TR/MTA/GBL PAYMENTS AND COLLECTIONS (TPAY)													
A			B			C			D			E	
WHEN ENTERING			REQUIRED INPUT IS DEPENDENT ON THE SITUATION										
R U L E	DESCRIPTION	NBR OF POS	PAYMENT TRANSPORTATION REQUEST (GTR)			PAYMENT TRAVEL WARRANTS (TW)			PAYMENT AMC TRANS AUTHORIZATION (MTA)			PAYMENT GOVERNMENT BILL OF LADING GBL)	
			(A)	(D)		(A)	(D)		(A)	(D)		(A)	(D)
1	TYPE ACTION	1	(A)	(D)		(A)	(D)		(A)	(D)		(A)	(D)
2	TR/MTA/GBL NBR	10	X-4	X-4		X-4	X-4		X-4	X-4		X-4	X-4
3	DOCUMENT TYPE	1	(T)	(T)		(W)	(W)		(M)	(M)		(G)	(G)
4	FINAL PAY CODE	1	X-1	X		X-1	X		X-1	X		X-1	X
5	FSRA	6	X	X		X	X		X	X		X	X
6	PSRA	6	X	X		X	X		X	X		X	X
7	AMOUNT	10	X	X		X	X		X	X		X	X
8	DOV NBR	8	X	X		X	X		X	X		X	X
9	MAFR CODE	1	X	X		X	X		X	X		X	X
10	BY-OTHERS CODE	1	O	O		O	O		O	O		O	O
11	TRANS DATE	4	O	O		O	O		O	O		O	O
12	SUB PC	1	O			O			O			O	
13	IBP	3	O	O		O	O		O			O	
14	ORDER DATA	8	O			O			O			O	
15	FUNDING DOC NBR	8	O			O			O			O	

LEGEND:

- X Mandatory entry
- O Optional or permissible change
- () Mandatory entry, enter character as shown
- (Followed by a number) indicates a note is applicable to this situation

TABLE 30-13 (cont'd)										
TR/MTA/GBL PAYMENTS AND COLLECTIONS (TPAY)										
F			G		H		I		J	
WHEN ENTERING			REQUIRED INPUT IS DEPENDENT ON THE SITUATION							
R U L E	DESCRIPTION	NBR OF POS	PAYMENT MEAL TICKETS		PAYMENT RENTAL GSA BILLING		PAYMENT MISCELLANEOUS/ ALL OTHERS		TRANSPORTATION DOCUMENTS/ REFUND RECEIVABLES	
1	TYPE ACTION	1	(A)	(D)	(A)	(D)	(A)	(D)	(A)	(D)
2	TR/MTA/GBL NBR	10	X-4	X-4	X-3, 4	X-4	X-4	X-4	X-4	X-4
3	DOCUMENT TYPE	1	(L)	(L)	(A)	(A)	(A)	(A)	(R)	(R)
4	FINAL PAY CODE	1	X-1	X	X-1	X	X-1	X	X-1	X
5	FSRA	6	X	X	X	X	X	X	X	X
6	PSRA	6	X	X	X	X	X	X	X	X
7	AMOUNT	10	X	X	X	X	X	X	X	X
8	DOV NBR (SEE NOTE 5)	8	X	X	X	X	X	X	X	X
9	MAFR CODE	1	X	X	X	O	X	X	X	X
10	BY-OTHERS CODE	1	O	O	O	O	O	O	O	O
11	TRANS DATE	4	O	O	O	O	O	O	X	O
12	SUB PC	1	O		O		O		O	
13	IBP	3	O		O		O		O	
14	ORDER DATA	8	O		O		O		O	
15	FUNDING DOC NBR	8	O		O-2		O		O	

NOTE 1: For more than one traveler use "X"; for last traveler or only when one traveler use "F".

NOTE 2: Document number for GSA billing may be identified by a MORD (TOBL).

NOTE 3: Enter the GSA billing number with alpha prefix "G" in the TR/MTA/GBL number field.

NOTE 4: For all document types, the document number may have eight, nine, or ten positions.

NOTE 5: AFOs using the centralized disbursing process must create the DOV number as shown:

<u>POSITIONS (FRAME)</u>	<u>DISBURSEMENT</u>	<u>COLLECTION</u>
1	"T" (Functional Area)	"C"
2	OPLOC Code	"T" (Functional Area)
3	Site Code	OPLOC Code
4	DOV Number (Alphanumeric)	Site Code
5-8	DOV Number (Numeric)	DOV Number (Numeric)

TABLE 30-14											
TRAVEL AND ACCOUNTING RELATIONSHIPS											
R U L E	A				B				C	D	E
	IF THE FOLLOWING CONDITIONS APPLY				THE RECORD EFFECT (RE) AND POST CODE (PC) ARE ASSIGNED AS FOLLOWS:						
	FRAME	TYPE TRAN	ACTION CODE	DESCRIPTION	DSR RECORD COMMITMENT/ OBLIGATION RECORD				TYPE TRANSACTION AFFECTED	MISC MAFR	N O T E S
					UNPAID		PAID			PC	
					RE	PC - +	RE	PC - +			
	ORDERS FOR-SELF (RELATED TO TRAVEL REQ/AF 616)										
1	TV03	05	A	-ADD	M/C	CX			TT05		
2			U	-INCREASE					TT05		
3			U	-DECREASE					TT05		4
4			D	-DELETE					TT05		
	ORDERS FOR-SELF (RELATED TO A MORD)										
5	TVO3	05	A	-ADD	M/C	UX			TT05		
6			U	-INCREASE					TT05		
7			U	-DECREASE					TT05		4
8			D	-DELETE					TT05		
	ORDERS FOR-SELF (NOT TRVL REQ/AF 616/MORD)										
9	TV03	05	A	-ADD					TT05		
10			U	-INCREASE					TT05		
11			U	-DECREASE					TT05		4
12			D	-DELETE					TT05		
	INDEBTEDNESS FOR-SELF										
13	TV03	14	A	-ADD					TT14		
14			U	-INCREASE					TT14		
15			U	-DECREASE					TT14		
16			D	-DELETE					TT14		
17			D	-DELETE					TT14		
	CLAIMS										
18	TV03	15	A	-ADD					TT15		
19			A	-INCREASE					TT15		
20			U	-DECREASE					TT15		
21			D	-DELETE					TT15		
	SETTLEMENTS								TT05		
22	TV04	12	A	SETTLEMENT NO ADV					TT12		
23	TV04	12	A	ADV CLAIMED = ADV ON FILE					TT05, TT11 TYPE VEN 7 TT12		

TABLE 30-14 (cont'd)											
TRAVEL AND ACCOUNTING RELATIONSHIPS											
R U L E	A				B				C	D	E
	IF THE FOLLOWING CONDITIONS APPLY				THE RECORD EFFECT (RE) AND POST CODE (PC) ARE ASSIGNED AS FOLLOWS:						
	FRAME	TYPE TRAN	ACTION CODE	DESCRIPTION	DSR RECORD COMMITMENT/ OBLIGATION RECORD				TYPE TRANSACTION AFFECTED	MISC MAFR	N O T E S
					UNPAID		PAID				
					RE	PC - +	RE	PC - +		PC	
24	TV04	12	A	ADV CLAIMED LESS THAN ADV ON FILE					TT05 TT11 TYPE VEN 7 TT12 TT86 TYPE VEN 7		
25	TV04	12	A	ADV CLAIMED GREATER THAN ADV ON FILE					TT05 TT11 TYPE VEN 7 TT12 TT85 TYPE VEN 7		
26	TV04	12	A	BLANKET TDY	M/C	UX			TT05 TT12		1
27	TV04	12	A	TDY RELATED TO MORD	M/C	UX			TT05 TT12		1
28	TV04	13	A	SUPPLEMENTAL PAY	M/C	UX			TT13		1
29			D	-DELETE	P	XU			TT13		7
30	TV04	13	A	SUPPLEMENTAL PMT (OVER COLLECTION)	M/C	UX			TT13 TT85 TYPE VEN 7		1
31	TV04	16	A	COLLECTIONS COLLECTION					TT15 TT16		7
32	TV04	16	A	COLLECTION AGAINST INDEBT					TT14 TT16		
33	TV04	16	A	COLLECTION AGAINST ADV					TT11 TYPE VEN 7 TT16		
34	TV04	16	A	COLLECTION AGAINST OVERPAY					TT16 TT86 TYPE VEN 7		
	MISC COLLECTION FOR-OTHERS										
35	TV06	08	A	TR COLLECTION						*X	3
36	TV06	09	A	MTA COLLECTION						*X	3
37	TV06	10	A	GBL COLLECTION						*X	3
	MISC TRANSACTIONS FOR OTHERS										
38	TV06	08	A	PAY TR						*X	3
39	TV06	09	A	PAY MTA						*X	3
40	TV06	10	A	PAY GBL						*X	3
41	TV06	11	A	PAY ADVANCE					TT11 TYPE VEN 7	*X	3
42	TV06	12	A	PAY SETTLEMENT					TT05 TT12	*X	3

TABLE 30-14 (cont'd)											
TRAVEL AND ACCOUNTING RELATIONSHIPS											
R U L E	A				B				C	D	E
	IF THE FOLLOWING CONDITIONS APPLY				THE RECORD EFFECT (RE) AND POST CODE (PC) ARE ASSIGNED AS FOLLOWS:						
	FRAME	TYPE TRAN	ACTION CODE	DESCRIPTION	DSR RECORD COMMITMENT/ OBLIGATION RECORD				TYPE TRANSACTION AFFECTED	MISC MAFR	N O T E S
					UNPAID		PAID				
					RE	PC - +	RE	PC - +		PC	
43	TV06	13	A	PAY SUPPLEMENTAL					TT05 TT13	*X	3
44	TV06	15	A	PAY CLAIM					TT15	*X	3
45	TV06	16	A	COLLECTION					TT05 TT16	*X	3
46	TV06		A	REVERSAL OF ALL TYPE TRANSACTION						*R	3
47	TV08	11	A	VOUCHERLESS ADVANCES FOR- OTHERS					TT05 TT11 TYPE VEN 7	*X	3
48	TV08	12	A	SETTLEMENT FOR-OTHERS					TT05 TT12	*X	3
49	TV08	13	A	SUPPLEMENTAL FOR-OTHERS					TT05 TT13	*X	3
50	TV08	15	A	CLAIM FOR-OTHERS					TT14	*X	3
51	TV08	16	A	COLLECTION FOR-OTHERS					TT05 TT15	*X	3
52	TV08		D	REVERSAL OF ALL TYPES						*R	3
	ADVANCES FOR-SELF										
53	TADV	11	A	-ADD					TT11 TYPE VEN 7		
54			D	-DELETE					TT11 TYPE VEN 7		
55	TADV	11	A	-BY OTHERS					TT11 TYPE VEN 7		
				CYCLE					TT85 TYPE VEN 7 TT86 TYPE VEN 7		5
56			D	-DELETE					TT11 TYPE VEN 7 TT85 TYPE VEN 7 TT86 TYPE VEN 7		5
	AF FORM 616										
57	TCOM	02	A	-ADD	B	XC					
58			U	-INCREASE	P	XC					
59			U	-DECREASE	M/C	CX					8
60			D	-DELETE	C	CX					

TABLE 30-14 (cont'd)										
TRAVEL AND ACCOUNTING RELATIONSHIPS										
R U L E	A				B		C		D	E
	IF THE FOLLOWING CONDITIONS APPLY				THE RECORD EFFECT (RE) AND POST CODE (PC) ARE ASSIGNED AS FOLLOWS:					
	FRAME	TYPE TRAN	ACTION CODE	DESCRIPTION	DSR RECORD COMMITMENT/ OBLIGATION RECORD		TYPE TRANSACTION AFFECTED		MISC MAFR	N O T E S
					UNPAID		PAID		PC	
					RE	PC - +	RE	PC - +		
	BLANKET ORDERS									
61	TOBL	03	A	-ADD	B	XU				
62			U	-INCREASE	P	XU				
63			U	-DECREASE	M/C	UX				8
64			D	-DELETE	C	UX				
	MORD									
65	TOBL	04	A	-ADD	B	XU				
66			U	-INCREASE	P	XU				
67			U	-DECREASE	M/C	UX				8
68			D	-DELETE	C	UX				
	REFUND RECEIVABLES									
69	TOBL	07	A	-ADD	B	UX				
70			U	-INCREASE	M	UX				
71			U	-DECREASE	P/C	XU				8
72			D	-DELETE	C	XU				
	TRANS REQUEST (TR) OBLIGATION RELATED TO AF 616									
73	TOBL	08	A	-ADD	M/C B	CX XU				
74			U	-INCREASE	P	XU				
75			U	-DECREASE	M/C	UX				8
76			D	-DELETE	C	UX				
	TRANS REQUEST (TR) OBLIGATION RELATED TO MORD/BLANKET ORDER									
77	TOBL	08	A	-ADD	M/C B	UX XU				
78			U	-INCREASE	M/C P	UX XU				
79			U	-DECREASE	P M/C	XU UX				8
80			D	-DELETE	P C	XU UX				7

TABLE 30-14 (cont'd)											
TRAVEL AND ACCOUNTING RELATIONSHIPS											
R U L E	A				B				C	D	E
	IF THE FOLLOWING CONDITIONS APPLY				THE RECORD EFFECT (RE) AND POST CODE (PC) ARE ASSIGNED AS FOLLOWS:						
	FRAME	TYPE TRAN	ACTION CODE	DESCRIPTION	DSR RECORD COMMITMENT/ OBLIGATION RECORD				TYPE TRANSACTION AFFECTED	MISC MAFR PC	N O T E S
					UNPAID		PAID				
					RE	PC - +	RE	PC - +			
81	TRANS REQUEST (TR)			OBLIGATION RELATED TO TRAVEL ORDER							
	TOBL	08	A	-ADD	B	XU			TT05 TT08, TT09, TT10		
82			U	-INCREASE	P	XU			TT05 TT08, TT09, TT10		
83			U	-DECREASE	M/C	UX			TT05 TT08, TT09, TT10		6, 8
84			D	-DELETE	C	UX			TT05 TT08, TT09, TT10		7
	MTA OBLIGATION RELATED TO AF 616										
85	TOBL	09	A	-ADD	M/C B	CX XU					
86			U	-INCREASE	P	XU					
87			U	-DECREASE	M/C	UX					8
88			D	-DELETE	C	UX					
	MTA OBLIGATION RELATED TO MORD/BLANKET ORDER										
89	TOBL	09	A	-ADD	M/C B	UX XU					8
90			U	-INCREASE	M/C P	UX XU					8
91			U	-DECREASE	P MC	XU UX					8
92			D	-DELETE	P C	XU UX					7
	MTA OBLIGATION RELATED TO TRAVEL ORDER										
93	TOBL	09	A	-ADD	B	XU			TT05 TT08, TT09, TT10		
94			U	-INCREASE	P	XU			TT05 TT08, TT09, TT10		
95			U	-DECREASE	M/C	UX			TT05		6
96			D	-DELETE	C	XU			TT05 TT08, TT09, TT10		

TABLE 30-14 (cont'd)											
TRAVEL AND ACCOUNTING RELATIONSHIPS											
R U L E	A				B				C	D	E
	IF THE FOLLOWING CONDITIONS APPLY				THE RECORD EFFECT (RE) AND POST CODE (PC) ARE ASSIGNED AS FOLLOWS:						
	FRAME	TYPE TRAN	ACTION CODE	DESCRIPTION	DSR RECORD COMMITMENT/ OBLIGATION RECORD		TYPE TRANSACTION AFFECTED		MISC MAFR	N O T E S	
					UNPAID		PAID		PC		
					RE	PC - +	RE	PC - +		PC	
				GBL							
97	TOBL	10	A	-ADD	B	XU					
98			U	-INCREASE	P	XU					
99			U	-DECREASE	M/C	UX					8
100			D	-DELETE	C	UX					
	COLLECTION REFUND RECEIVABLES										
101	TPAY	07	A	-ADD	C	XU	B	EX			
102			D	-DELETE			C	XE			
	TRANS REQUEST PAYMENT NOT OBLIGATED										
103	TPAY	08	A	-ADD			B	XE	TT05 TT08, TT09, TT10		
104			D	-DELETE			C	EX	TT05 TT08, TT09, TT10		6
	TRANS REQUEST PAYMENT NOT OBLIGATED RELATED TO MORD										
105	TPAY	08	A	-ADD	M/C	UX	B	XE			
106			D	-DELETE	P	XU	C	EX			6
	TRANS REQUEST OBLIGATED PAYMENT										
107	TPAY	08	A	-ADD	M/C	UX	B	XE			
108			D	-DELETE	P	XU	C	EX			6
	MTA PAYMENT NOT OBLIGATED										
109	TPAY	09	A	-ADD			B	XE	TT05 TT08, TT09, TT10		
110			D	-DELETE			C	EX	TT05 TT08, TT09, TT10		6
	MTA PAYMENT NOT OBLIGATED RELATED TO MORD										
111	TPAY	09	A	-ADD	M/C	UX	B	XE			
112			D	-DELETE	P	XU	C	EX			6
	MTA OBLIGATED PAYMENT										
113	TPAY	09	A	-ADD	M/C	UX	B	XE			
114			D	-DELETE	P	XU	C	EX			6

TABLE 30-14											
TRAVEL AND ACCOUNTING RELATIONSHIPS											
R U L E	A				B				C	D	E
	IF THE FOLLOWING CONDITIONS APPLY				THE RECORD EFFECT (RE) AND POST CODE (PC) ARE ASSIGNED AS FOLLOWS:						
	FRAME	TYPE TRAN	ACTION CODE	DESCRIPTION	DSR RECORD COMMITMENT/ OBLIGATION RECORD				TYPE TRANSACTION AFFECTED	MISC MAFR	N O T E S
					UNPAID		PAID				
					RE	PC - +	RE	PC - +		PC	
	GBL PAYMENT NOT OBLIGATED RELATED TO MORD										
115	TPAY	10	A	-ADD	M/C	UX	B	XE			
116			D	-DELETE	P	XE	C	EX		6	
	GBL OBLIGATED PAYMENT										
117	TPAY	03	A	-ADD	M\C	UX	B	XE			
118			D	-DELETE	P	XU	C	EX		6	
	TRANSPORTATION RELATED DOCUMENTS										
119	TPAY		A	ALL COLLECTIONS	C	XU	B	EX			
120			D	-DELETE			C	XE			

LEGEND:

B = Build
 P = Increase (Plus)
 M = Decrease (Minus)
 C = Delete (Cancel)

NOTE 1: Only one entry, the UX closes the XU processed on TV03.

NOTE 2: Only one entry, the UX closes the obligation.

NOTE 3: Asterisk (*) indicates AFO Code 0 through 9.

NOTE 4: If the TT05 is updated to zero, the TT05 detail record will close.

NOTE 5: If the by-others TT11 is equal to the TT85 on file, it closes the TT85. If the by-others TT11 is less than the TT85 on file, it closes the TT85 and creates a TT85 for a new amount. If the by-others TT11 is greater than the TT85 on file, it closes the TT85 and creates a TT86 for a new amount.

NOTE 6: Delete transaction add money back only if the TT05 is open.

NOTE 7: Delete transaction add money back only if the commitment/obligation document is open.

NOTE 8: If the funding document/transportation document is updated to zero, the travel commitment/obligation record will become closed.

TABLE 30-15**ERROR CORRECTION**

TYPE OF RECORD:	IF THIS FIELD IS IN ERROR:	THEN:
FRAME TV03 Travel Order	SSN, Type Transaction, Type Travel, FSRA, or Basic Travel Order Number	These fields cannot be updated. The record must be deleted/reversed and a new record created using the correct information. The travel order cannot be deleted if other records with the same order number are linked.
	Return Date	A new suspense date will be computed based on the correct return date. If this field has an entry, the suspense date field must be blank. See note 1.
	Document Number	This field cannot be updated. If the obligation was erroneously reduced on the AF Form 616, blanket order, or MORD, an update should be made to increase the erroneous reduction.
	SUB-PC Code or Trip Number	See note 1.
FRAME TV03 - Travel Order	PSRA, EEIC/Shredout, Amount	See note 2.
	AMEND	This field cannot be updated. The amendment must be deleted/reversed and a new amendment added using the correct information. An amendment may only be added using action code 'U'. A second transaction is required if obligated funds are cited on the amendment.
	Transaction Date	The transaction date field may only contain an entry when the PSRA, and amount and or EEIC/shredout contain an entry.
	Cost Systems Indicator, Cost Descriptor, or Order Data Number	These fields cannot be updated, the record must be deleted/reversed and a new record created using the correct information.
	Suspense Date	See table 30-3 for update and or deletion entries. See note 1.

TABLE 30-15		
ERROR CORRECTION		
TYPE OF RECORD:	IF THIS FIELD IS IN ERROR:	THEN:
FRAME TV03 - Indebtedness, Claims	SSN, Basic Trvl Order, Type Trans, or FSRA	These fields cannot be updated, the record must be deleted/reversed, and a new record created using the correct information.
	SUB-PC	See note 1.
	PSRA, EEIC/Shredout, Amount	See note 2.
	Transaction Date	The transaction date field may only contain an entry when the PSRA, amount and or EEIC/shredout fields contain an entry.
	Cost Systems Indicator, Cost Descriptor, or Order Data Number	These fields cannot be updated. The record must be deleted/reversed, and a new record created using the correct information. Refer to table 30-3 for update/delete entries.
FRAME TV04 - For-Self Payment, Collection, Supplemental, Claims	SSN, Trvl Order Nbr, Type Trans, DOV Nbr, MAFR, Cycle Nbr, FSRA, PSRA, EEIC, Line Amount, Sub-PC, IBP Code, Order Data Number, Trans Date	These fields cannot be updated. The record must be deleted and a new record created using the correct information.
	Begin and End Dates, Suspense Date, Remarks	See note 1.
	Document Number	This field cannot be updated. If the obligation was erroneously reduced on the AF Form 616, Blanket order, or MORD, an update should be made to increase the erroneous reduction.
FRAME TV06A and TV06B - Other Than For-Self Payments/Collections	SSN Basic Trvl Order Nbr, Type Transaction DOV Nbr, MAFR For-Others ADSN,	These fields cannot be updated. The record must be deleted/reversed, and a new record created using the correct information.

TABLE 30-15 (cont'd)		
ERROR CORRECTION		
TYPE OF RECORD:	IF THIS FIELD IS IN ERROR:	THEN:
FRAME TV06A and TV06B - Other Than For-Self Payments/Collections	Amount	This field cannot be updated. Use action code "I" to populate the TV06A frame. Use post code 'xR' to reverse transaction. When processing any payment requiring two entries, i.e., the fund code, FY, or BPAC is different; and both entries have the same money amount and DOV number; the second entry should be entered with an 'A' at the end of the DOV number.
	Fiscal/Program Year, Operating Agency Code, BPAC/PEC, IBP Code, Appropriation, EEIC/ASN, or TR/MTA/GBL Nbr	These fields cannot be updated, the record must be deleted/reversed, and a new record created using the correct information. When deleting/reversing a record that affects these fields, the delete transaction must contain the exact information as processed on the original transaction. (These fields are not stored on the travel record.)
	Transaction Date	The transaction date field contains an entry only when the amount field contains an entry.
	Begin and End Dates, PC, Remarks	See note 1.
	Advance Claimed	These fields cannot be updated; these fields are not stored in the accounting system.
FRAME TV08 - MAFR C Voucherless Processing	SSN, Trvl Order Nbr, Type Transaction, DOV Nbr, Beginning Travel Date, Ending Travel Date, Fund Code, Fiscal Year, OAC, OBAN, BPAC, RCCC, MFP, IBP, ESP, Order DATA, FMS Line Nbr, SUB, PC, For-Others ADSN, Net Amount, Due US Amount, EEICs, Entitlement Amounts, Amounts, Advances Claimed, or Mini Master Record/Trvl Order Data	These fields cannot be updated. Use type action code "D" to reverse the transaction. Prior to using type action code "D", the individual record should be inquired using type action code "I" to ensure the previously input data is displayed. After processing the deletion transaction, correct erroneous data and reprocess using type action code "A". See note 3.

TABLE 30-15 (cont'd)		
ERROR CORRECTION		
TYPE OF RECORD:	IF THIS FIELD IS IN ERROR:	THEN:
FRAME TADJ - Travel Accounting Adjustment	FSRA, PSRA, EEIC, Amount, DOV Number, MAFR code, Sub-PC, By-Others Code, CSI, Cost Descriptor, Order Data, Transaction Date	Reverse the transaction by using the original transaction data and reversing the post code.
FRAME TADV - For-Self Advances or Open Advances	SSN, Trvl Order Nbr, Type Trans, DOV Nbr, MAFR, Cycle Nbr, FSRA, PSRA, Entitlement Code, Amount, DSSN, By-Others Code, Sub-PC, IBP	These fields cannot be updated. The record must be deleted and a new record created using the correct information.
	Begin Travel Date	See note 1.
FRAME TCOM - Travel Request	Type Transaction, FSRA, PSRA, Transaction Date, Order Data	These fields cannot be updated. The record must be deleted and a new record created using the correct information.
	Amount, Sub-PC Code or Suspense Date	See notes 1, 2e, and 2f.
AF Form 616	Type Transaction, Document Nbr, FSRA, PSRA, Transaction Date, Order Data	These fields cannot be updated. The record must be deleted and a new record created using the correct information.
	Amount, Expiration Date, DSI, or Sub-PC Code.	See notes 1, 2e, and 2f.
FRAME TOBL - Blanket Orders or MORDs	Document Nbr, Document Type, FSRA, PSRA, Transaction Date, Order Data	These fields cannot be updated. The record must be deleted and a new record created using the correct information.
	Amount, Sub-PC, Code Date Expire, or DSI.	See notes 1, 2e, and 2f.

TABLE 30-15 (cont'd)		
ERROR CORRECTION		
TYPE OF RECORD:	IF THIS FIELD IS IN ERROR:	THEN:
FRAME TOBL - Blanket Orders or MORDs	Funding Document Number	This field cannot be updated. If the commitment/obligation was erroneously reduced on the AF Form 616, blanket order, or MORD an update should be made to the funding document to increase the erroneous reduction.
FRAME TOBL - TR/MTA/GBL Obligations or Refund Receivables	Document Nbr, Document Type, FSRA, PSRA, Transaction Date, Order Data, Country Code	These fields cannot be updated. The record must be deleted and a new record created using the correct information.
	Amount or Sub-PC Code.	See notes 1, 2e and 2f.
	Funding Document Number	This field cannot be updated. If the commitment/obligation was erroneously reduced on the AF Form 616, blanket order, or MORD an update must be input to the funding document to increase the erroneous reduction.
	SSN or Travel Order Number	These fields cannot be updated. The record must be deleted and a new record created using the correct information. When deleting a record which contained data in these fields, process and update transaction on TV03 to increase the obligation on the SSN and travel order on the original input by the amount of the erroneous reduction.
FRAME TPAY - TR/MTA/GBL Payments or Refund Collections	TR/MTA/GBL Nbr, Document Type, Final Pay Code, FSRA, PSRA, Amount, DOV Nbr, MAFR Code, By-Others Code, Trans Date, IBP, Order Data, Remarks	These fields cannot be updated. The record must be deleted and a new record created using the correct information.
	Funding Document Number	This field cannot be updated. If the commitment/obligation was erroneously reduced on the AF Form 616, blanket order, or MORD, an update must be input to the funding document to increase the erroneous reduction.

NOTE 1: When a field is being changed, use the following procedures:

- a. Enter the correct data in place of erroneous data.
- b. To update a field marked "no changes allowed", delete the record and reestablish using ADD transaction with the correct information.

NOTE 2: Updating of the PSRA, EEIC, Amount, and the DSI.

- a. If an individual PSRA is to be deleted/reversed, use type action code 'U' and update the obligation to match the amount of the obligation. Use action code "UX" to delete a travel obligation or claim, use action code "XU" to delete a debt. One, two, or three EEICs may be deleted in a single update transaction.
- b. If all PSRAs are being deleted, a delete transaction must be processed using action code 'D'.
- c. The PSRA field must have an entry if an EEIC is being deleted; an amount is being increased or decreased; or the DSI is being turned on or off.
- d. When updating the amount field on TOBL, only one amount (PSRA) field can be changed (updated) at a time using type action code 'U'. On TV03 or TCOM, one or all amounts may be updated in the same transaction. Assure only the PSRA and amount fields being updated have entries.
- e. If the DSI is off and a single EEIC or amount is reduced to zero, then all fields for that particular PSRA on the obligation/commitment record are blanked. If the DSI is on, then only the amount field on the obligation/commitment record is reduced to zero. The DSRA will still be available in the BQ system. To delete the DSI, enter a BLANK in the field while doing and update transaction. To set the DSI, enter 'X' in the field while doing and update transaction.
- f. Begin and end travel dates may be changed by entering the correct data in place of the erroneous data.

NOTE 3: This inquiry can only be accomplished if the by-others transaction has not been reported to DFAS-AD/DE in RCS HAF-ACF(W) 8702.

TABLE 30-16			
CLOSING OF OPEN TRAVEL RECORDS			
R U L E		A	B
		IF THE TYPE TRANSACTION OF FILE IS:	THEN THE TYPE TRANSACTION REQUIRED TO CLOSE IS:
1		TRAVEL ORDER (TT05)	TT12 OR TT16 OR TT17 OR AN UPDATE TO ZERO
2		TR (TT08)	CREATED CLOSED
3		MTA (TT09), GBL (TT10)	CREATED CLOSED
4		TRAVEL ADVANCE (TT11)	TT12 OR TT16
5		TRAVEL SETTLEMENT (TT12)	CREATED CLOSED
6		TRAVEL SUPPLEMENTAL (TT13)	CREATED CLOSED
7		TRAVEL INDEBTEDNESS (TT14)	TT16
8		TRAVEL CLAIM (TT15)	TT12
9		TRAVEL COLLECTION (TT16)	CREATED CLOSED
10		PAYMENT PENDING (FOR-SELF) (TT85)	BY-OTHERS TT11 OR TT13
11		DUE US (FOR-SELF) (TT86)	TT16